



**English 31 (the “Association”)
Internal Regulations**

Article 1. Philosophy and Objectives

Our Association is committed to organizing and delivering an engaging and inspiring program of Teaching and Learning which develops native English proficiency in its students via a thorough grounding in the Language, Literature and Culture.

The Association strives for excellence in the program by an enduring respect for the secure founding principles of the Association and a constant search for continuing development, innovation and improvement.

The Association seeks to create a strong sense of community, which includes parents, students, employees and volunteers, celebrating the positive contribution each makes to the life and the success of our Association.

The Association wishes to be seen as a valued partner and recognized asset within the French host schools and local community in which we deliver our Program.

The Association ensures that our Program is appropriately resourced and managed in order to achieve our objectives and that all processes and relations within the Association are managed ethically and with respect to all relative legislation.

The Association fosters bilingualism, confidence, cultural awareness and tolerance, a commitment to academic success, and a life-long love of learning, paving the way for our students’ personal achievement and fulfillment within a global society.

Article 2. Registered office

The registered office of the Association is located at:

Lycée Général et Technologique International Victor Hugo
33 Boulevard Victor Hugo
31770 COLOMIERS
FRANCE

Its registered office may be changed to another location subject to the approval of the Committee.

Article 3. Duration

The duration of the Association shall be unlimited.

Article 4. Members

To be a Member of the Association, the person needs to have paid the Membership Fee and any other amount specified by the Internal Regulations.

In case the Member is a parent of a child enrolled in the British Section, this Member will have one additional voting right per child as defined in the Statutes.

Article 5. Exclusion or resignation of Members:

5.1 Membership shall be lost in the event of:

- Expiry of any membership period stipulated at the commencement of membership.
- Exclusion decided by a two-thirds majority (2/3) of the Committee (if the individual or concerned is a Member of the Committee, he may not take part in the vote), due to:
 - non-payment of subscriptions, fees or other amounts due from Members within a reasonable time period.
 - failure to comply with the Association's Statutes or Internal Regulations.
 - any other reason deemed to be sufficiently serious.

4.1.1 A Member may resign his membership of the Association by sending a letter by registered post to the President of the Association. In this case, the cessation of Membership takes effect one month after receipt of this letter.

4.1.2 A member may be temporarily excluded from meetings or lose his entitlement to vote if the Committee determines that the member:

- has infringed the Association's statutes or Internal Regulations
- has taken any action against the interests of the Association which is deemed to warrant the application of this regulation

The nature and duration of any exclusion is decided by the Committee. Any Member temporarily or permanently excluded has the right:

- to one month's notice from the Committee
- to be heard by the Committee
- to one appeal to the General Assembly of any decision, and

- to have the reasons for exclusion given

Article 5. Membership Fee

Any Member shall pay a Membership Fee which amount is defined by the Annual General Meeting. The date of payment for the Membership Fee is defined by the Committee.

Article 6. Admission of new Members

Any individual may become a member subject to the fulfillment of the following obligations:

- a) Commitment to comply with the by-laws and the Internal Regulations
- b) Payment of the annual Membership Fee
- c) Having at least one child in the British Section

Article 5. Financial Resources

The resources of the Association shall include:

- 1) Yearly Membership Fee from Members.
- 2) Any type of subsidies, grants or financial contributions.

Any other resources allowed by the legal provisions governing the Association.

Article 6. Committee

6.1 Committee Members

6.1.1 Composition

The Committee is composed of 5 to 9 Members.

6.1.2 Term of office

The Term of office for the Committee Member shall be one (1) year renewable.

6.1.3 Admission of new Committee Members

Any Member or parent or legal guardian of the Member's child fulfilling the following criteria with the exception of legal entities may apply for becoming a Committee Member subject to the fulfillment of the following obligations:

- a) Commitment to the Principles of the Association, its compliance with the by-laws and the Internal Regulations
- b) Payment of the annual membership or any required fee
- c) Having at least one child in the British Section

Any application as a Committee Member shall then be finally approved by a General Assembly.

6.1.3 Exclusion or resignation of Committee Members

6.1.3.1 Membership for Committee Member shall be lost in the event of:

- Expiry of any membership period stipulated at the commencement of membership
- Exclusion decided by a two-thirds majority (2/3) of the Committee (if the individual or concerned is a Member of the Committee, he may not take part in the vote), due to the loss of Membership as specified in Article 4 here above.

6.1.3.2 A Committee Member may resign his membership of the Association by sending a writing notification by email to the President of the Academy. In this case, the cessation of Committee Membership takes effect one month after receipt of this letter.

6.1.3.3 A Committee Member may be temporarily excluded from meetings or lose his entitlement to vote if the Committee determines that the Committee Member:

- has infringed the Association' statutes or Internal Regulations
- has taken any action against the interests of the Association which is deemed to warrant the application of this regulation.

The nature and duration of any exclusion shall be decided by the Committee. Any Member temporarily or permanently excluded has the right:

- to one month's notice from the Committee
- to be heard by the Committee
- to one appeal to the General Assembly of any decision, and
- to have the reasons for exclusion given.

6.2. Committee's Meetings

A Committee Meeting shall be held at least once per term upon the request from the President or upon the request from at least three (3) Members of the Committee.

6.3. Committee's responsibilities:

The Committee shall be in charge of the following:

- Approval of the job description of the Head of Section
- Approval of the selected candidate for Head of Section prior to the signature of its contract by President
- Election of officers – 2/3 majority required to elect President, Treasurer, Secretary from within the Committee
- Removal of Committee Members
- Removal of Officers

- Exclusion of Members (confirm/repeal suspension by President)
- Approval of operating budget proposal from finance employee & Treasurer
- Drafting and finalization of Internal Regulations to be approved and ratified by Members' Meeting at future Members' Meeting
- Approval of any investment (financial or capital) greater than 10% of the Association's annual budget
- Approval to write-off unpaid fees (pursuant to rules to be defined)
- Execution of any decision where an Officer or other Committee Member may have a conflict of interest
- Convocation of a Member's meeting (ordinary or extraordinary) should President be unable/unwilling to call the meeting.

6.4. Committee's required quorum for decisions

A minimum of the votes of 2/3 total Committee Members (6 with 9 members, 5 with 7 or 8 members, 4 with 5 or 6 members) for the following decision is required:

- Election of officers
- Removal of officers
- Exclusion of Members

Any other decision can be taken at the majority of the Committee. In case of equality of votes, the President has the deciding vote.

In case the quorum is not met for the election of any officer(s), four (4) weeks after this first vote, the Committee will be requested to vote again with a majority quorum as for any other decision as defined here above.

Article 7 – Members' Meetings (General Meeting and Extraordinary Meeting)

7.1 Annual General (AG) Meetings

AG Meetings are composed of all the Members and shall be held at least once a year upon the request of the Committee. The agenda is defined by the "Bureau" further to the consultation of the Committee. One of these meetings shall be held within six months of the end of the last financial year, and be known as the AG Meeting.

Additional AG meetings may be convened by the "Bureau" upon the request of at least a quarter of the Members.

The Members of the Association shall normally be given at least fifteen (15) days' notice before the General Assembly Meetings. The notice shall include the agenda and supporting documents for the meeting.

A list to record all attendees at AG meetings shall be completed and signed by each Member present. Protocol shall be made to record the content and decisions from each meeting. These shall be approved by the President, circulated to all Members and a copy held at the Association's registered office.

The General Assembly shall be in charge of the following:

- Approve the accounts to the end of the last financial year presented to the meeting, and review the activity report drawn up by the Committee, which shall be presented by the President and/or Treasurer
- Approve the overall strategy of the Association
- Approve the Internal regulations as well as any change to the Internal Regulation proposed by the Committee
- Decide the Membership and Admission Fees for Members

There is no quorum for topics specified in the agenda of the AG Meeting whereas items not already specified on the agenda require a quorum of thirty percent (30%) with full voting rights present or represented.

The Member has one vote and one additional vote for each child enrolled in the British Section of the Association. Each Member may vote by all available technical means approved and validated by the Association including any corresponding vote or electronic vote should it be available within the Association or any other means proposed by the Association. Each Member is entitled to be represented by another Member or a third-party subject to a relevant power of attorney duly signed by the parties and sent to the Association three (3) days before the GA Meeting. A Member shall not be authorised to represent more than 10 Members.

If the quorum is not reached at a meeting, the President shall convene a further meeting within eight (8) days, subject to the conditions at Article 13.2. For this subsequent meeting there will be no minimum attendance, and votes will be passed by a simple majority. In case of equality of votes, the President will have the deciding vote.

7.2 Extraordinary General Meeting

Subject to the conditions at Article 9 of the Statutes at his own discretion or at the request of a majority of members of the Academy, the President shall convene an Extraordinary General Meeting (EGM).

Members of the Association shall normally be given at least FIFTEEN (15) days' notice of Extraordinary General Meetings. The notice shall include the Agenda for the Meeting.

Resolutions at Extraordinary General Meetings shall be voted by a two-thirds majority of Members or empowered representatives. Each Member is entitled to be represented by another Member subject to a relevant power of attorney duly signed by the parties and sent to the Association three (3) days before the GA Meeting.

Members convened to Extraordinary General Meetings shall have the power to modify any provisions in the Statutes, and may decide to dissolve, merge or transform the Association.

The quorum for an Extraordinary General Meeting is a minimum of half plus one Member with full voting rights. If this quorum is not reached at a meeting, the President shall convene a further meeting within two (2) weeks. For this subsequent meeting there will be no minimum attendance, and votes will be passed by a two-thirds majority of Members or empowered representatives.

Article 8 – The “Bureau”

8.1 Composition

The Committee appoints within its Members the Bureau which is composed of the following:

- The President of the Association
- The Treasurer
- The Secretary

8.2 Prerogatives

The Bureau is in charge of the following:

- Managing the Association on a daily basis
- Proposing the agenda of AG Meetings to the Committee
- Preparing the resolutions to be submitted to the AG Meetings
- Doing anything required pursuant to French laws

Article 9 – Compensation

Any Committee position within the Association are filled on a free of charge basis. Only the costs and expenses associated with the performance of the mandate can be reimbursed by the Association upon the provision of documented evidence. The financial report will detail the reimbursed costs and expenses to employees, Bureau or Committee's Members.

Article 10 – The President

The President shall be in charge of the following:

- Maintaining good political relations with any public authority which has any interaction with the Section.
- Securing long-term relationship with key partners and sponsors of the Association
- Negotiating any Contract if relevant with partners/sponsors of the Association
- Participate in discipline discussions regarding E31 students, arbitrate and take the final decision regarding any discipline decision with the potential exclusion of any E31 student
- Leading the Committee to jointly set priorities and main actions
- Supervising the Head of Section who manages other employees – goals/objectives setting with Head of Section
- Presenting and preparing the annual members' meeting
- Being in charge of the convocation of the Annual Members' Meeting
- Suspending any member if necessary
- Taking any employee contract decisions upon recommendation of the Head of Section and the Treasurer with Committee's approval
- Doing anything required pursuant to French laws as President

Article 11 – The Treasurer

The Treasurer of the Association is responsible for the annual accounts and financial reports presented to the Annual General Meeting and the Committee.

The Treasurer shall be in charge of the following:

- Securing the financials of the Association
- Preparing the financial statements as per the accounting standards
- Preparing the Annual budget presentation for the Committee and for the AGM's approval
- Negotiating and executing any financial contracts, transactions, financial commitments not exceeding a financial amount of 5000€.
- Managing the bank relationships
- Managing the finance administrative employee
- Ensuring the timely payment of all kind of fees
- Doing anything required as Treasurer pursuant to French applicable laws

Article 12 – The Secretary

The Secretary is in charge of:

- Drafting and issuing the Committee minutes
- Submitting the annual meeting report to the Prefecture
- Doing anything required pursuant to French laws as Secretary

Article 13 – Head of Section

The responsibilities of the Head Section are defined in Appendix B, which may be amended from time to time further to prior approval from the Committee.

Article 14 - Financial year/accounts

The financial year of the Academy shall start on September 1 and shall end on August 31.

Article 15 - Auditor

The auditor shall be appointed by the Committee to certify that the accounts of the Association have been properly prepared and that they give a true and fair view of the state of its financial affairs and assets for the financial year concerned.

Article 16 - Dissolution

In the case of dissolution, the Extraordinary General Meeting shall appoint a liquidator. Any remaining assets shall be distributed to an association carrying out similar activities.

Article 17. Code of Conduct

17.1 Bribery & Corruption

The Association or any Member of the Association must never:

- offer, attempt to offer, give, authorize or promise any sort of bribe (i.e. anything of value), facilitation payment or kickback to any individual or entity for the purpose of obtaining or retaining business or any improper advantage.
- solicit, receive or accept a bribe, facilitation payment or kickback from any individual or entity.

The Association and any of its Members must take extra caution when dealing with public officials and their family members as these interactions are often treated more severely by applicable laws than those with individuals in the private sector.

The Association and any of its Members must never hire someone else to do something that we cannot be ethically or legally do ourselves. The Association and any of its Members must not remain willfully ignorant of, or turn a blind eye towards, any kind of corruption or influence peddling. We are all responsible for ensuring that these rules are applied by each and every one of us.

17.2 Gifts & Hospitality

The Association and Members of the Association recognize that, good and long-lasting relationships may involve the exchange of gifts or hospitality on appropriate occasions. However,

when given inappropriately, gifts or hospitality may be construed as an attempt to unduly influence the recipient. This risk exists whether the gift or hospitality is given or received, and whether the third party is a public official or works in the private sector.

Those who are in a position to exchange gifts or hospitality with third parties must analyze each situation carefully to ensure that the proposed gift or hospitality, whether it is given or received, is ethical, legal and complies.

In order to insure full transparency, any giving or receiving of gifts or hospitality must be fully and accurately recorded and approved if required by the Committee.

17.3 Conflict of Interests

The Association and its members are committed to putting the company's interests ahead of any direct or indirect personal interest, therefore ensuring that all decisions are based solely on the merits of each option.

We must avoid both actual and potential conflicts of interest at all times as they can influence our judgment, objectivity or loyalty to the Association.

Conflict of interest situations, which may arise at any time, are not bad per se but need to be declared and managed in accordance with the relevant directive and procedures dealing with conflicts of interest.

We should take particular care when hiring, current or former, public officials or government employees as employees, consultants or subcontractors.

17.4 Protecting Assets

Any Member or employee of the Association must protect the Association's assets, such as equipments, tools, facilities, supplies, software, data, information systems and telecommunications, to ensure that none of these assets is stolen, damaged, misused or improperly destroyed.

Any Member or employee of the Association must use and treat all of the Association's assets that are entrusted to us, in a safe, ethical, lawful and productive manner, as if they were our own property. The Association's assets should be exclusively used in support of the Association's objectives and should under no circumstances be used to pursue an illegal or improper purpose.

In their day-to-day work, any Member or employee of the Association must always ensure that they secure and protect the Association's' intellectual property and avoid infringing the intellectual property rights of others.

17.5 Maintaining Accurate Records

Its members, business partners, government authorities and any relevant stakeholder rely on the accuracy and correctness of the information the Association provides. Any Member or employee of the Association therefore have a responsibility to ensure that the information we provide to such stakeholders is accurate, complete and understandable to all.

Any Member or employee of the Association must maintain our financial records in strict compliance with the applicable laws and regulations, as well as with our internal control procedures. We may not create or participate in the creation of records that mislead or conceal improper activities.

17.6 Protecting Personal Data and Confidential Information

The Association collects, processes and uses the personal data of its members, employees, partners as well as other stakeholders. In dealing with such data the Association complies with all applicable laws and regulations.

Customers, suppliers, governmental authorities and other stakeholders often entrust the Association with their own confidential and proprietary information. We must handle this third-party confidential or proprietary information in accordance with the terms of its disclosure and in strict compliance with all applicable laws and regulations.

Access to confidential and proprietary information is strictly on a need-to-know basis. This information can only be revealed to formally authorized co-workers or outside parties who need this information for legitimate business purposes, or if required by law. Before any confidential information is disclosed or received by any counterpart a Non-Disclosure Agreement must be signed.

We shall not accept, ask for or disclose third-party proprietary or confidential information unless the owner of such information has agreed to its transfer. If we receive third-party proprietary or confidential information without authorization, it shall be promptly reported to the President or the Head of Section.

Article 18- Modification to the Internal Regulations

These Internal Regulations may be supplemented or amended by the Committee and confirmed at the next Annual Meeting. Any modification shall not affect the application of the provisions of the Internal Regulation in force up to the date of the modification; such modification shall have no retroactive effect.

Article 19- Effective date

These Rules shall enter into force on November 29, 2018.

Appendix B

Head of Section-Job Description

Over-arching Areas of Responsibility

The Strategic Direction of English 31 (with Committee), Leading Learning and Teaching, Shaping the Future, Working with Others and Developing Self, Leading and Managing the Organisation, Securing Accountability, and Leading Collaboration and Community Relations, Line Management of the Administrative and Teaching Staff.

Main Purpose

- Ensure that learning is at the heart of the school's existence
- Develop a culture that promotes inspired teaching and outstanding learning
- Develop school policies and practices that promote effective learning in a safe and secure environment where safeguarding and well-being are paramount
- Take a strategic role in the development and use of existing and emerging learning resources to ensure continuous improvement in the learning experiences and outcomes of English 31 pupils.
- Continuously monitor, evaluate and review every aspect of school life, reporting to the Committee as required on any and all aspects
- Ensure that the experiences and outcomes of pupils are as high as possible
- Take any and all legitimate actions necessary to achieve successful outcomes in keeping with strategies and targets agreed with Committee members to realise the aims and high expectations of the Section.
- Liaise and negotiate with all relevant external local institutions and Education Nationale agencies as may be required from time to time.

Planning and setting expectations :

- Adopt, take forward and develop the vision and ethos of the Section as set out by the Statutes and Internal regulations.
- Lead and manage strategic planning, which identifies priorities and sets targets to ensure that all pupils make excellent progress and achieve high standards, and that staff work to their maximum potential towards these aims
- Carry out effective monitoring, evaluating and reviewing procedures to manage whole school improvement, intervening as required to ensure high quality experiences in school and high-level outcomes for pupils in terms of academic development and personal development
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Teaching and planning pupil learning:

- Sustain high standards of achievement and promote positive behaviour in line with our partner schools' effective whole school behaviour management policy.
- Determine, organise and implement a curriculum to meet the needs of all pupils.
- Operate and sustain monitoring and assessment procedures, acting upon any identified areas for development and improvement
- Monitor and evaluate the quality of teaching and the standards of pupils' learning

including pupil subgroups such as those identified as being Gifted and Talented and those with Special Educational Needs, in order to set and meet challenging targets for pupil progress and outcomes

Assessment and evaluation

- Monitor, evaluate and review the effects of policies, priorities and targets and take action as necessary to achieve and sustain outstanding performance levels
- Ensure that resourcing and staffing are dedicated to achieving the maximum progress and highest standards for all pupils

Relations with parents / carers and the wider community:

- Account for the efficiency and effectiveness of the school to the Committee and others including pupils, parents, staff, and the local community.
- Develop positive relationships with the community, including the local Mairie, voluntary groups, school neighbours, business and industry, to extend the curriculum and enhance teaching and learning.
- Create and maintain a successful partnership with parents and the wider community to support and improve pupils' achievement and personal development and to foster the good name of the Section.
- Maintain liaison with relevant external agencies
- Present a coherent and accurate account of the school's performance in order to inform a range of audiences, including Committee members, and the Association's members.

Managing own performance and development:

- Participate in Governors' agreed arrangements for Performance Management according and take responsibility for own professional development
- Prioritise and manage own time effectively
- Work under pressure and to deadlines

Managing and developing staff and other adults:

- Line manage the Heads of Departments, Head of Primary, Teaching staff and the Administrative Team.
- Implement and sustain effective performance management systems.
- Support and coordinate high quality professional development to enable staff to fulfil their roles to the best of their abilities.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are sustained between staff and pupils.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Lead professional development of staff through example.

Managing resources :

- Work with Committee Members to recruit staff of the highest quality to all posts within the Section.
- Deploy all staff effectively in order to improve and sustain the high quality of education provided.

- Manage, monitor and review the range, quality, quantity and use of all resources in order to improve pupils' achievements and secure value for money in how the school's funding from all sources is used

Strategic Leadership :

- Provide direction to secure the highest level of achievement for each pupil and prepare them for the opportunities, responsibilities and experiences of future life including further and higher education and employment.
- Ensure that all those involved in the Section are committed to its aims and are accountable in meeting long, medium and short-term objectives to sustain its improvement.