

INSTITUTE FOR THE STUDY OF FRENCH-AUSTRALIAN RELATIONS

ARTICLES OF ASSOCIATION

I *Aims and Composition-*

(i) *The Name*

The Institute for the Study of French-Australian Relations, hereinafter designated ISFAR, was founded in 1985. It is housed at Monash University, which has granted it office space, and use of some University accounting, secretarial and computing facilities.

It has no religious or political affiliation.

It is a non-profit organization.

(ii) *The Objects*

ISFAR serves as a resource centre/data bank for research in the areas of French-Australian relations, including historical, cultural, commercial, economic, political, geographical, medical, scientific, technological, pedagogical matters. It seeks to identify and codify areas already being explored, and to make such information available to researchers. It seeks to define areas that might be appropriate for new or extended research. It seeks to encourage research by information exchange, seminars, meetings, and, where possible, with funding. Where appropriate, it facilitates the publication of the results of such research, particularly in its periodic bulletin, *Explorations*.

(iii) *Membership*

For ordinary membership of ISFAR, an annual membership fee, fixed by the committee, must be paid. Membership fees are payable in advance to the 1st of January.

Cessation of membership may occur owing to:

- 1) Resignation
- 2) Non-payment of membership fee.

II *Administration and Function*

(i) ISFAR is administered by a management committee composed of fifteen (15) members, including, when possible:

representation from each of Victoria's universities and the State Library of Victoria, a representative of the Alliance Française de Melbourne and a representative of the Victorian branch of AFAS.

The editor of *Explorations* is ex-officio a member of the committee.

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(ii) The committee is chaired by a DIRECTOR, who appoints from among the other members of the committee two (2) deputy directors. Together with the Editor of *Explorations*, the Director and deputies constitute the Executive Committee. Because of the financial arrangements between ISFAR and Monash University, at least one member of the Executive Committee must be a Monash University staff member.

(iii) Members of the committee are elected for three (3) years at the Annual General Meeting (hereinafter designated as AGM) of ISFAR. Retiring members are re-eligible. The committee has power to appoint a member to fill any casual vacancy on the committee until the next AGM. Any member so appointed shall retire at the next AGM, but shall be eligible as a member of the committee at such meeting.

(iv) The Director, who must be a member of the committee, is elected for one (1) year by secret vote and by a simple majority of the committee, at the statutory AGM. The retiring Director is re-eligible.

(v) *Committee meetings*

(a) The Executive Committee will meet not less than five (5) times a year.

(b) The full committee meets when convened by the Director or when a simple majority of committee members make the request in writing. The Director will convene at least one (1) general committee each year. At such meeting, a quorum consists of five (5) committee members. Proposals are determined by a simple majority of members present. In case of a tied vote the Director has a casting vote (as well as a deliberative vote).

(vi) *Accounts*

Within the framework of decisions taken by the committee, the Director authorizes all expenditure or has it authorized by a member appointed by him/her. (Under the current financial arrangements with Monash University, accounts are controlled by University Officers, and the financial delegation to the Director is limited to \$900.00 for any one item). A financial statement of the previous year is presented at the AGM.

(vii) *The AGM*

The Director will convene the AGM, normally in November.

Additionally, an extraordinary General Meeting will be convened on a written petition signed by no fewer than twenty (20) members of ISFAR, or by the demand of 2/3 of the then current committee members. Notice of the day and time and order of business of such an extraordinary General Meeting

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shall be sent to all members at least 21 days before the said meeting.

Every member shall be entitled to one (1) vote at a general meeting, and may appoint any other member to exercise that vote by proxy, which shall be deposited with the Director any time before the opening of the meeting. No member may receive more than one (1) proxy.

(viii) *Order of Business at AGM*

(a) Confirmation of the minutes of the last AGM and of any General Meeting held since the last AGM.

(b) Receipt of the annual financial statements and reports of the committee and adoption of same or otherwise.

(c) Election of the committee and/or office-bearers.

(d) Any special business of which notice has been given or which is brought forward by the committee.

(e) General business.

III *Modification of Articles of Association*

Any modification of the articles of association must be approved by the committee and by a simple majority of members present at a General Meeting. The quorum of members present for any proposing of a modification of the articles of association shall be 50 % of the membership plus one. Notice of any motion to modify the articles of association must be not less than two weeks before the proposed meeting date.