

**ASSOCIATION OF THE PARENTS
OF STUDENTS OF ARTHUR RIMBAUD FRENCH SCHOOL
(DAR-ES-SALAAM, TANZANIA)**

STATUTE

As modified and approved by the Extraordinary General Meeting
held on the 20th of October 2016

PREAMBLE

The French school Arthur Rimbaud is a French teaching institution that applies the texts and reform of the Ministry of Education of France, under agreement with the *Agence pour l'Enseignement Français à l'Etranger* (AEFE), open to children of French nationals living in Tanzania and in the limit of its capacity, to the children of nationals of other Member States of the European Union, Tanzania and other nation states.

The school is run by a Head of School appointed by the AEFE.

The school is under the protection of the Embassy of France in Dar es Salaam and under the educational supervision of the Counsellor for Cooperation and Cultural Affairs of the Embassy of France (COCAC) acting as education Inspector.

The school is managed by the Association of Parents of the French school Arthur Rimbaud. The articles below establish the association and fix the organization of the school

PART I - THE ASSOCIATION

CHAPTER I: ESTABLISHMENT, OBJECTIVES, LOCATION, AND DURATION

Article 1: ESTABLISHMENT

As part of the cooperation agreement between the Government of the French Republic and the Government of the United Republic of Tanzania, signed on March 9, 1973 in Dar-Es-Salaam (see Appendix 1), and in the spirit and in accordance with the provisions of the Code of Education relating to the organization of French education abroad, it is established in Dar es Salaam, a non-profit organization governed by Tanzanian law, subsequent legislation and these statutes, and called:

"Association of Parents of the French School Arthur Rimbaud", abbreviated "APE Arthur Rimbaud", hereinafter the Association.

Article 2: OBJECTIVES

The Association aims to:

1. ensure the management and the development of the school.
2. Provide education on consistent basis with programs and teaching methods applied officially in France.
3. Establish close collaboration between the parents, on the one hand, the Head of School and the teaching staff, on the other hand, in order to ensure the quality of education provided by the school.
4. Promote cultural and extracurricular activities conducive to consolidating the formal education and to promoting French culture in exchanges with Tanzanian culture.

The Association prohibits itself from any political or religious activities and does not pursue any aim for profit.

Article 3: Headquarters

The headquarters of the Association shall be in Dar es Salaam, on the premises of the Embassy of France, PO Box 2349, Dar es Salaam. It may be transferred by decision of the Board of Directors, subject to ratification by the Annual General Meeting following the decision.

Article 4: Duration

The duration of the Association is unlimited, subject to early termination under Articles 32 and 33 hereof.

CHAPTER II: MEMBERSHIP OF THE ASSOCIATION

Article 5: the members of the Association

The Ambassador of France is the Honorary President of the Association. The association has active members and benefactors members:

- **active members** are all parents or guardians of students with all due tuition fees paid.
- **benefactors members** are natural or legal persons, French or foreign, who adhere to the goals of the Association as defined in Article 2, and show their interest by donations in cash or in kind. They are appointed at the General Meeting on the proposal of the Management Board. They have a non-

voting advisory capacity at general meetings.

Article 6: Admission of active members

The registration of one or more children at the French school Arthur Rimbaud is a sufficient condition for the parents to be admitted as active members of the Association.

Membership in the Association implies acceptance of these rules and any other rules of the Association and Arthur Rimbaud School. A copy of the prevailing statutes is given to all new members. The articles are also available on the school website and on request from the school administration.

Article 7: Extinction of membership

Membership shall be lost or revoked for the following reasons:

- a) having no more children enrolled and attending school Arthur Rimbaud, with the exception of those admitted as other than parents;
- b) exclusion pronounced by the Management Board for non-payment of fees or for serious grounds.

CHAPTER III: GOVERNING BODIES OF THE ASSOCIATION

Article 8: Governing bodies of the Association

The governing bodies of the Association are:

- a) The Ordinary and Extraordinary General Meeting
- b) The Management Board.

CHAPTER IV: GENERAL MEETING

Article 9: Composition of the General Meeting

1. The General Meeting consists of all members of the Association.
2. Each student family (parents or legal representative) shall have one vote and may, if necessary, appoint another member of their choice as a proxy holder. Each voter can receive a maximum of two proxies.

Article 10: Meetings of the General Meeting

1. The Ordinary General Meeting shall meet at the call of the Management Board at least twice a year, in the first quarter and last quarter of the school year.

2. The Extraordinary General Meeting may be convened by the Management Board in the following cases:

- if fundamental problem of urgency, convened by the President, with the approval of the Management Board.
- a written and well-founded request to the President by a group of active members representing at least one quarter of the votes of the Association.

Article 11: Agenda of the General Meeting

The agenda of the General Meeting shall be communicated, together with the necessary documents, to the members of the Association at least ten days before the date set for the meeting. This meeting cannot take place during the school holidays.

Article 12: Powers of the Ordinary General Meeting

1. The Ordinary General meeting of the first quarter shall take, at the latest, seven weeks after the start of the school year. This first Ordinary Meeting must have in its agenda:

- a) The first report about the start of the academic year presented by the Head of School
- b) The implementation status of the budget of the current calendar year presented by the Management Board and if necessary an amended budget to be approved;
- c) the election or re-election of members of the Management Board.

2. The Ordinary General Meeting of the third quarter takes place during the month of June and must include the following:

- a) To hear and approve, according to voting procedures defined in the following article, the moral report and the financial report for the previous calendar year (a report shall be provided to members with the convening notice);
- b) To give discharge to the Management Board for its management during the year, after hearing the reports;
- c) to take stock of the past school year and have an outlook for the new year.
- d) To review and approve the budget for the current calendar year.
- e) To review and approve any increase in tuition fees and the necessary arrangements for the practical organization of school.

Each meeting shall, in addition, deal with all matters concerning the operation and development of the institution.

The Ordinary General Meeting has the power to decide on amendments to the statutes.

Various questions can be submitted to the President of the Association. They must be included, by law, in the agenda if they were submitted at least 3 days before the date of the General Meeting;

otherwise their inclusion in the Agenda shall be approved or rejected independently by the Management Board.

Article 13: Voting Procedures

1. The General Meeting may validly deliberate only if the number of votes of the members present or represented by proxy is at least half of the votes of all members. If this quorum is not reached half an hour after the time indicated on the agenda, the General Meeting shall deliberate whatever the number of members present or represented.

2. Voting is by secret ballot. All votes including those casts as blank or spoiled shall be included in the counting, but only the votes cast shall be taken into account for the vote.

3. The Chairman of the Management Board may propose that the approval of the moral report and the financial report should be the subject of a vote by a show of hands. This voting procedure is adopted for the ongoing General Meeting unless a member of the Association requests a secret ballot.

4. Decisions passed by the General Meeting are binding on all members of the Association. Their execution is entrusted to the Management Board.

5. The General Meeting is chaired by the Chairman of the Management Board, or failing that, by one of the members of the Management Board.

6. Records of attendance shall be kept in an attendance sheet indicating the name of each member present and, where applicable, his authorized representative, and the number of votes it has. This sheet is signed by each active member or his representative and certified by the President of the General Meeting.

7. The deliberations of the General Meeting are recorded in minutes signed by the President of the Meeting and a member of the Management Board who participated in the debates.

8. These records are made known within two weeks, to members of the Association.

Article 14: Extraordinary General Meeting

The composition and operation of the Extraordinary General Meeting are identical to those provided for in Articles 9, 10, 11 and 13 hereof.

Article 15: Powers of the Extraordinary General Meeting

The Extraordinary General Meeting has the power to approve the following:

- a) Long-term liabilities: acquisition of property, guaranteed loans;
- b) Modification of the statutes and dissolution of the Association.

- c) Any other fundamental matter of urgency requiring the vote of members of the Association.

Article 16: Documentation for the Extraordinary General Meeting

The Agenda of the Extraordinary General Meeting is provided with all the necessary documents for the discussion of items on the agenda at least one week prior to the meeting.

CHAPTER V: THE MANAGEMENT BOARD

Article 17: Composition of the Management Board

The Management Board is responsible for administering the Association and carrying out the decisions of the General Meetings.

The Committee is composed of:

- Six members elected by the General Meeting from the parents or legal guardians of students except those who are employed by the school or the AEFÉ and their spouses.

- Three members of law in an advisory capacity: The Counsellor for Cooperation and Cultural Affairs the Head of the Consular Section and the Head of School.

- The members elected at the General Meeting allocate the different functions of the board at the first meeting of the Management Board:
 - President & Vice President
 - Treasurer
 - Secretary
 - Responsible for internal relations
 - Responsible for external relations.

- The number of non-French elected is limited to three.

Article 18: Incompatibility

Staff of the French school Arthur Rimbaud may not be elected to the Management Board. This also applies to members of their immediate family, unless their election is passed by a majority of votes cast.

However, the Management Board may call representatives of teachers as observers at some of its

meetings, on the sole condition that the representatives be appointed in a transparent manner by their peers and maintain strict confidentiality.

Article 19: Method of election of members of the Management Board

Candidates must make themselves known to the Head of School no later than one week before the election date. The list of candidates is displayed on the first business day following the closing date for submissions

1. Only one person per family member is eligible.
2. The election shall be held if at least eight people have applied for membership. Otherwise, the President shall call for nominations to the opening of the ordinary session of the General Meeting to conduct the elections. If the number of candidates is insufficient, the election will be referred to an Extraordinary General Meeting.
3. The candidates with the highest number of votes, the number to be at least half of the votes cast are declared elected. In case of equality of votes between two candidates shall be declared elected the candidate with the largest number of children enrolled in the school. A default shall be declared elected the oldest candidate.
4. The appointment of Management Board Members is for a 2 year term. Management Board Members may be reelected for 3 consecutive terms, however, an extension may be passed if all Board positions are not filled at the time of election of the Management Board.

Article 20: Replacement of members of the Management Board

1. Between two General Assemblies, the Management Board may make a provisional replacement of its defaulting or resigned members by selecting unanimously his successor among the active members of the Association. Its mandate runs until the date of the next election.

By defaulting, it means:

- a) Who has permanently left Tanzania
- b) Who has been absent without valid reason for three consecutive Board meetings.

Article 21: Charge and assignment of members of the Management Board

The office of members of the Management Board is honorary and free. Members are entitled to reimbursement of expenses incurred on behalf of the Association.

The Management Board is responsible for financial management of the school. As such the Management Board:

- Approves and adopts the budget developed in conjunction with the Head of School.
- Determines the registration and tuition fees, set payment terms and determines the amount of bonds and other contributions of families for all activities offered by the school.

It may be taken into account that the French government contributions are primarily intended for the education of French nationals when determining registration and tuition fees for French nationals and Non-French Nationals.

- Decides on investment, both for equipment and for the construction, maintenance or repair of the premises.

The President signs contracts locally recruited staff. For teachers and educative staff, The President shall first consult the Commission for recruitment of local staff (CRPL). For all other positions, recruitment is made on the recommendation of Head of School.

Article 22: Specific Duties of the Management Board

1. Chair:

The President is the legal representative of the association in all acts of civil activities. It sets the agenda and runs the meetings. He sits on the Board of recruitment of local staff and local scholarships Commission. He can be represented by another Board Member who shall, by law, act in place of all cases where he is impeded or absent.

2. Secretary:

It records the minutes of the Committee meetings. It keeps records of members, forwards the invitations to general meetings and is responsible for all correspondence related to the activities of the Management Board.

3. Treasurer:

He is entrusted to receive moneys and to make all payments ordered on behalf of the institution. He presents the balance sheet of the previous year before the general meeting of the third quarter.

4. Internal and external relations officers:

They ensure a strong link between the Management Board and the parents and their representatives. They are entitled to receive any request from the parents or their representatives and to transmit these to the Management Board. The officer for external relations role is to develop and maintain external relations.

Article 23: Meetings of the Management Board

1. The Committee meets on average once a month, and whenever necessary, convened by the President or upon request of at least half of its members. The President sends at least one week before the meeting of the agenda, with the documents necessary for the consideration of issues on the agenda.

2. In the course of their duties, the Management Board may invite with advisory capacity, any person who, by his professional skill, can help decision making.

Article 24: Proceedings of the Management Board

The Management Board may deliberate only when represented by a majority of its members. All decisions are taken by consensus in the first instance. In the event that no agreement is reached, a vote by the majority of the members present will be taken with the President having the casting vote.

Article 25: Minutes

For each meeting of the Management Board, deliberations and decisions shall be recorded in the minutes of the meetings

The Secretary shall prepare the minutes of the meeting, having them approved by the Committee and signed by the President within two weeks of the meeting.

A copy of the minutes is posted at the school, another is kept in the register of minutes of meetings, and a digital version of the report is published on the website of the school.

Article 26: Working Committees

At the initiative of the Management Board, various working committees (educational, administrative, transportation, recreation, guidance...) can be constituted from within the members of the General Meeting. Chaired by an elected Management Board member appointed by the President, these committees may be permanent or temporary.

They are responsible for specific issues posed by the development of the Association and propose solutions to the Management Board.

Non members of the Association may take part to these committees.

Article 27: Access to documents

Any member of the Association can consult the Statutes, the general laws governing the Association trials - proceedings of General Meetings and meetings of the Management Board, during working day and hours of the secretariat or by appointment with a member of the Management Board. Access to other documents of the Association must be requested in writing to the Management

Board who will decide what to do in reference to the laws of the United Republic of Tanzania on access to administrative documents.

CHAPTER VI: RESOURCES OF THE ASSOCIATION AND FISCAL YEARS

Article 28: Resources Association

The resources of the Association shall consist of:

- a) Registration and tuition fees paid by the parents;
- b) any subsidy granted by a department or a French or foreign body;
- c) any revenue authorized by law in Tanzania, including legacies and donations, interest on bank accounts, income from legally authorized events organized for charity;
- d) any grant of a recognized charity.

Article 29: Budget

The school budget is prepared by the Head of School. It is adopted by the Management Board and presented by the Treasurer at the Annual General Meeting of the 3rd quarter.

It consists of two parts:

- 1 the investment budget, itself divided into the capital budget and real budget
- 2 operating budget which includes all current expenditures such as wages, salaries, overhead necessary for the smooth running of the school.

The financial year shall run from January 1 to December 31.

During the financial year an amending budget can be presented for approval to the General Meeting.

Article 30: Accounts entries and double signature

The accounts of the Association are kept in accordance with French accounting practices. Cheques issued must be signed by both the President and the Treasurer.

Article 31: Approval of annual accounts

1. The annual accounts (corresponding budget of the previous calendar year) are submitted for approval to the Annual General Meeting scheduled for the third quarter of the school year.
2. The budget implemented compared to the provisional budget of the calendar year are presented at the Annual General Meeting in the first quarter.
3. The annual accounts and draft operating and investment budgets are communicated to the AEFE via the Embassy of France.

CHAPTER VII DISSOLUTION

Article 32: Definitive Closure of the school

In case of permanent closure of the French School Arthur Rimbaud, the Association is dissolved in accordance with the provisions of Article 15.

Article 33: Allocation of assets

After dissolution of the Association, buildings and equipment will be primarily assigned to another non-profit organization whose purpose is to promote the presence and Francophone culture in the country, or at the Embassy of France, except to property bequeathed, who are subject to a mortgage or have a particular assignment.

TITLE II - THE SCHOOL

CHAPTER I: NETWORK PARTNERS

Article 34: Partner Institutions

The Association collaborates with the following French authorities:

- a) The Ministry of Foreign Affairs
- b) The Agency for French Teaching Abroad (AEFE)
- c) The Ministry of National Education.

Article 35: Inspection

The Association is inspected by The Agency for French Teaching Abroad (AEFE) and the following French departments:

- a) The Ministry of National Education.
- b) The Ministry of Foreign Affairs
- c) The Ministry of Economy and Finance, General Treasury for abroad.

CHAPTER II ADMINISTRATION OF SCHOOL

Article 36: The Head of School

The school is led by the Head of School (Director) appointed by the Agency for French Teaching Abroad (AEFE) after consultation with the Embassy of France.

He is responsible for the organization and the well functioning of the institution and shall ipso jure execute the administrative and educational duties relating to his position.

He is a member of the Management Board of the institution in an advisory capacity.

He sets up and chairs the School Council and Primary School Council whose compositions and powers are in accordance with the provision defined by AEFE. These two bodies work closely with the Management Board. In addition, the Head of School invites, in an advisory capacity, two elected Management Board Members entitled to attend the School Council meetings.

The Head of School shall prepare the draft budget of the institution on the basis of educational structures provided and submit it to the Management Board. He commits expenditure under and within budget and has a delegation on expenditure commitments for a maximum amount, adjustable by the Management Board.

He has authority over all academic and administrative staff employed full or part-time. The Director of AEFE recruits resident staff upon advice from the Joint Local Advisory Committee (Commission Consultative Paritaire Locale – CCPL) which is chaired by the Counsellor for Cooperation and Cultural Affairs of the French Embassy in Tanzania.

In the absence of the Head of School, the Department of Cooperation and Cultural Affairs of the Embassy of France will organize a replacement in consultation with AEFE.

Article 37: The governing body of the school

The **Management Board** and the **School Council** are the two decision-making bodies of the School Arthur Rimbaud.

The school is managed by the Management Board as defined in Chapter V of Part I hereof.

The School Council is the structure for consultations and decisions related to the rules and regulations of the School. It plays an essential role in the fields of education and non-academic activities of the school.

CHAPTER III: SCHOOL COUNCIL

Article 38: Composition

The School Council is composed of the Head of School (who presides), the school teachers and representatives of parents, and the Counsellor for Cooperation and Cultural Affairs.

The composition, functioning and competences of the School Council is defined by the AEFÉ Circular N°2001 20th September 2016 (see Appendix 2) and any amendments or updates thereto..

The School Council is made for one year and is valid until renewal of its members. It meets at least once a quarter.

Article 39: Powers of the School Council

The School Council upon proposal by the Head of School:

- Develops and votes on school by-laws (internal regulations).

- Adopts :

School project integrating the proposals of Primary School Council,

School hours and calendar,

Professional training plan for the school staff,

Orientation plan for students,

- Gives its opinion (votes) regarding :

Employment situation : new positions and retention or cancellation of existing ones,

Staff working conditions,

School health and safety environment,

Condition of admission for students with special needs,

Organizing of educational life at school,

School trip schedules and funding plans,

Communication : welcoming and informing the parents of students,

The Extra-Curricular Activities.