

# INTERNATIONAL WOMEN'S CLUB OF THE RIVIERA

## AIMS AND ADMINISTRATION

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## SECTION 1

### 1 AIMS OF THE CLUB

- 1.1 Article 2 of the Statutes states that the purpose of the Club is “to provide all types of convivial activities, including sporting and cultural activities for women members and their guests on the French Riviera”.
- 1.2 The Club aims to be a relaxed, friendly organisation with as few rules as possible. It is open to women of all nationalities to meet and participate in sporting, cultural, artistic or social activities for club members. Activities are organised by Club members and are designed to be accessible for a modest fee. Annual Club dues should remain reasonable.
- 1.3 Each member is encouraged to:
  - Welcome all new people
  - Personally invite someone to an event
  - Be involved in organising of events

The language of the Club is English

- 1.4 The registered address of the Club is: The Grange, 815 Chemin des Gourettes  
06370 Mouans Sartoux

## SECTION 2

### ADMINISTRATION

#### PART A

#### ADMINISTRATION OVERVIEW

### 1 THE BOARD

- 1.1 The Club is administered by the Board of Directors who ensure that the Club adheres to the Statutes of the Club and to current French law and insurance obligations.
- 1.2 Board Members are elected by ballot the result of which is announced at the Annual General Meeting, usually in May. The term of office is for two years with the exception of the President, Secretary, Membership Secretary and Treasurer, who may choose to stay for a third year. If no suitable replacement is found, Board Members can be re-elected at the Annual General Meeting, but must stand down after a further two years. Ideally the President and Treasurer should not stand down at the same time.
- 1.3 The Board meets at least once every six months on the request of the President or on the request of a quarter of the members of the Board. Decisions are taken by a majority of votes and in the case of a draw the President has the casting vote. Any Board Member who without any excuse has not attended three consecutive Board meetings will be considered as having resigned. Board Members must all be over 18 years of age.
- 1.4 Board Members will organise a meeting at least once a year for all Activity Group Leaders and Coffee Group Leaders.
- 1.5 For the Board, Group Leaders, and members the guiding principle of the Club is to have few rules and operate in a friendly relaxed manner.

## 2. GROUP LEADERS

### 2.1 Activity Group Leaders

- 2.1.1 Activity Group Leaders are responsible for arranging regular activities in line with the aims of the Club and are responsible for ensuring any health and safety or other requirements are met. Group Leaders must ensure that their activities are self-funding.
- 2.1.2 They keep an up to date list of members who wish to be part of their group and keep them fully informed of the dates and times of activities. They submit up to date information for the INFO (IWCR newsletter). Membership of activity groups is open to all members.
- 2.1.3 They ensure that only paid up members attend the activities.
- 2.1.4 They act as a channel of information between the Board and members.

### 2.2 Coffee Group Leaders

- 2.2.1 Coffee group leaders are appointed by the coffee groups and are responsible for organising the regular coffee group meetings in their area.
- 2.2.2 They keep an up to date list of members who wish to be part of their group and keep them fully informed of any changes of date or venue. They submit up to date information on time and location to the INFO. Membership of the coffee groups is open to all members.
- 2.2.3 They ensure that only paid up members attend the coffee mornings apart from potential new members who may attend two or three times before becoming a member.
- 2.2.4 They act as a channel of information between the Board and the members.
- 2.2.5 Coffee groups may also have informal activities such as lunches which are not advertised in the INFO.

## PART B

### ADMINISTRATION PROCEDURES

#### 1. BECOMING A MEMBER

- 1.1. Membership is open to women of any nationality on receipt of a completed membership form and the subscription fee of €30. A membership card is then sent to the new member.
- 1.2. Pursuant to the French law of 1901 governing associations, members are strictly prohibited from making any profit from the Club.
- 1.3. All monies made by the Club are to be reinvested in the Club. Consequently, members may not solicit for business at Club events (this includes not handing out business cards).
- 1.4. Members may not charge for their services when organising an activity, and may not use the INFO to publicise their commercial activities.

## 2 ELECTION TO THE BOARD

- 2.1 Generally there are vacancies each year on the Board of Directors. Members are encouraged to volunteer for these positions but must be proposed and seconded by two other members.
- 2.2 Vacancy notices will appear in the Jan/Feb and March/April INFO along with a description of the post. Nomination forms will be on the website and where necessary a paper copy can be requested from the Chairwoman of the Election Committee. All candidates should familiarise themselves with the Statutes and Aims and Administration of the Club.
- 2.3 The signed nomination forms are to be returned to the Chairwoman of the Election Committee by a designated date. The candidate shall state why she is applying for the Board vacancy; give any details of relevant experience and an outline of what she can give to the Club as Board Member. She will enclose a photograph of herself with her nomination form. After receipt of the form the Chairwoman will contact the candidates.
- 2.4 The Election Committee will meet with candidates to ensure that they have the experience and skills to undertake the role. It will then confirm nominations which will go to a ballot by the membership.

Full details of the election process are given at Annexe B...

## 3. DUTIES OF THE BOARD

- 3.1. Members of the Board give their services without payment but provision is made for the reimbursement of costs (travel, correspondence etc.) incurred in the exercise of their functions. Claims should be submitted on the Club's expenses form (document attached at Annexe D).

Full details of the roles of the Board Member are attached at Annexe A. ...

- 3.2. The Board will operate in such a manner that the Statutes of the Club are adhered to and meet the French legal requirements and insurance obligations.

## 4. THE ANNUAL GENERAL MEETING

- 4.1. The Annual General meeting includes all members of the Club (whatever their affiliation). The Annual General Meeting takes place every year in May or June. Members are requested to attend by the Secretary at least 11 days before the appointed date. The agenda is included with the notice of the meeting. The President and Board members give the financial results and submit the balance sheet for the meeting's approval. Replacement of retiring Board Members by secret ballot, is dealt with after the agenda items have been covered. Only the items listed on the agenda are dealt with at the AGM.

## 5. EXTRAORDINARY GENERAL MEETING

- 5.1. If need be or at the request of over 50% of the members the President can call an Extraordinary General meeting. Members are requested to attend by the Secretary at least 11 days before the appointed date. The agenda is included with the notice of the meeting. Only the items listed on the agenda are dealt with at the EGM.

## 6 Club EVENTS

- 6.1 Club activities are generally only open to members. Visitors may attend a Club activity once but MUST become members after their initial visit if they wish to return. This does not apply to events designated open to members and their guests.
- 6.2 Non-members will be charged an extra €5 over the advertised cost of an event.
- 6.3 Reservation for Club events should always be made by the deadline quoted by the organiser. Organisers have the right to refuse late bookings. Cancellations will only be reimbursed if made at least a week before the event. A member who has reserved but is unable to attend should let the organiser know immediately. Late cancellations or non-attendance will not be refunded.

## 7 REIMBURSEMENT OF EXPENSES

- 7.1 Members may be reimbursed for legitimate expenses associated with their approved work for the Club on production of an appropriate receipt. Any exceptional expenses should be discussed with the President or Treasurer in advance.

The President should approve all expenses. Receipts should be submitted on IWCR Expenses sheet for signing to her before a claim is submitted to the Treasurer.

The rate to be claimed for travel expenses for approved activity is €0.25/km

## 8. CONFIDENTIALITY OF INFORMATION

The membership list is strictly private for the security of members and may not be distributed. Similarly, any member details appearing in the INFO or held by Group Leaders or other members are confidential and contact details and e-mail addresses of members may not be passed on to third parties and may be used only for Club purposes.

## 9. DISMISSAL OF A MEMBER OF THE IWCR

- 9.1 Grounds for dismissal are

- Misappropriation of Club funds
- Using the Club membership list for personal or business purposes
- Spurious or defamatory acts, which are disruptive and damaging to the Club

- 9.2 Procedure for dismissal

The Board acts when presented with a written complaint. Within a reasonable time the Board should address the complaint by inviting the person or persons involved, by registered mail, to discuss the complaint. A satisfactory conclusion must be presented to those concerned within an acceptable time.

## 10 CHARITIES.

- 10.1 Members wishing to undertake an event/activity to raise money for a charity should first seek the agreement of the Board to the charity and to the event/activity prior to undertaking all the necessary official procedures vis a vis French authorities.

Out of courtesy members are asked, whenever possible, to telephone Board Members and Group Leaders only between the hours of 09:00 and 18:00 on weekdays.