

*UNOFFICIAL TRANSLATION*

Entered into register of associations and  
foundations

Riga, 13<sup>th</sup> February 2025

No. 40008120468

**Statutes**

**of the association**

**APECEF**

(6<sup>th</sup> edition)

## **Chapter 1. Title of the Association.**

- 1.1. The title of the association is „APECEF” (hereafter – Association).
- 1.2. The title of the Association in French is „*Association des parents d’élèves des classes d’enseignement français*”.

## **Chapter 2. The goals of the Association.**

- 2.1. The goals of the Association are:
  - 2.1.1. To promote the opportunity of studying the French language and culture in Latvian society, particularly among children;
  - 2.1.2. To spread French culture and bring into life European values through education in French available in Latvia;
  - 2.1.3. To foster the development and spread of the Francophone community in Latvian society;
  - 2.1.4. To provide the management and organization of French language training for children, making it accessible to as wide audience as possible.
  - 2.1.5. To create and organise the French language education classes in pre-school, primary school and secondary school level, which would be available to the citizens of Latvia and France, as well as citizens of other countries, and the educational programmes and the study materials of which comply with guidelines of French National Education Ministry in force, as well as with licensing and accreditation requirements in force in the Republic of Latvia;
- 2.2. The Association has no political, religious or profit-making goals.
- 2.3. To continuously and methodically improve processes aimed at achieving the objectives, involving all possible resources, including the Association’s employees and their families.

## **Chapter 3. The term of Association’s work.**

- 3.1. The Association has been established for an unlimited period of time.

## **Chapter 4. Enrolling of members in the Association, resigning and exclusion.**

- 4.1. By submitting a written application of a definite form, any physical person with legal capacity can become enrolled in the Association, provided that the activities of that person support achieving the goals of the Association.
- 4.2. The Ambassador of France in Republic of Latvia and the Counsellor of Cooperation and Culture are the honorary members of the Association with a consultative function.
- 4.3. The application form and the list of the documents to be annexed to the form is approved by the Board of the Association.
- 4.4. The decision regarding enrolling a member in the Association is passed by the Board. The Board shall review the application in its nearest meeting, but no later than within two months’ time when it has received all documents required. The Board shall announce its decision to the applicant within one week from the day when decision is passed.
- 4.5. The negative decision of the Board may be contested by the applicant in writing to the General Assembly. If the General Assembly also declines the applicant’s request,

the Applicant has not become a member of the Association and may submit a repeated application no sooner than after one year from the day of declining.

4.6. A member may discontinue the membership in the Association at any time by informing the Board about it in writing, withdrawal from the Association does not relieve the member of previously accrued financial obligations. A member may be excluded from the Association by a decision of the Board, if:

4.6.1. A member has not paid membership fee for more than 2 (two) months;

4.6.2. A member does not comply with the decisions of the Board and General Assembly;

4.6.3. A member does not fulfil his/her duties and commitments undertaken by himself/herself;

4.6.4. Member engages in other activities that are contrary to the current Statutes.

4.7. The Board reviews the question about excluding a member of the Association in the nearest meeting, inviting the member which is to be excluded and giving him/her an opportunity to express the opinion. Failure of the member to attend the Board meeting is not an obstacle for Board to pass the decision. The Board must announce a motivated decision to the applicant in writing within five days from the day when decision has been passed.

## **Chapter 5. The rights and duties of the members.**

5.1. The members of the Association have the following rights:

5.1.1. To participate in the management of the Association;

5.1.2. To receive the information about the activities of the Association, including the possibility to consult minutes, decisions and instructions of all the Association's units.

5.1.3. To participate in all events organised by the Association, to submit proposals regarding Association's work and any improvements, to defend their opinion.

5.2. Duties of the members of the Association:

5.2.1. To comply with the Statutes of the Association and fulfil the decisions of the General Assembly and the Board as well as the legal acts of the Association and its units;

5.2.2. To regularly pay membership fee and other payments related to membership in the Association.

5.2.3. To observe ethical principles and not to derive direct benefits for themselves or their close persons from the activities related to the Association and its units.

5.2.4. By active participation support realization of the goals and fulfilling the tasks of the Association.

5.2.5. Every member must know and accept the Statutes of the Association. If a Member violates these Statutes, also, if a member's conduct harms the interests of the Association, they are invited to resign. In case of refusal, the Board decides on exclusion.

5.3. Obligations to a member may be determined by a decision of General Assembly or decision of the Board. When determining obligations to a member, that differ from those of other members, the consent of the respective member is required.

## **Chapter 6. Units of the Association.**

6.1. By decision of the General Assembly, territorial and other units of the Association may be established.

6.2. The activities, rights and duties of a unit, as well as the relationship with the Association is governed by the regulations of unit, approved by the Board of the Association.

6.3. The General assembly of members may establish a support committee composed of Latvian and French supporters who wish to contribute to the development of French language training classes by seeking supporters, assisting in teacher education, searching for and sending the latest documentation, and generally supporting the achievement of the Association's objectives. The support committee is an institution with a consultative function, without voting rights.

### **Chapter 7. Convening and decision-making of the General Assembly of Members**

7.1. The General Assembly is the highest decision-making body of the Association.

7.2. All members of the Association have a right to participate in the General Assembly. Members may participate in the General Assembly in person or through a representative. A proxy to participate and vote in a General Assembly must be issued in writing. One person may represent no more than three members based on proxy.

7.3. The regular General Assembly is convened at least once a year.

7.4. An extraordinary General Assembly may be convened at the initiative of the Board or if at least one-tenth of the members request it in writing, stating the reason for the meeting.

7.5. The General Assembly is convened no later than two weeks before the meeting by sending a written invitation to each member.

7.6. The General Assembly is entitled to pass decisions if at least one half of the members are represented.

7.7. If the General Assembly is not entitled to pass decisions due to lack of the quorum, the General Assembly is convened again within three weeks, which is entitled to make decisions regardless of the number of members present, provided that at least two members are present.

7.8. A decision of General Assembly is considered to be adopted, if more than a half of the represented members vote for it. A decision on amendment to the Statutes, termination and continuation of Association's existence is considered to be adopted, if more than two thirds of the members present vote for it.

### **Chapter 8. Executive body.**

8.1. The executive body of the Association is the Board, which consists of five Board members. Board members are elected by the General Assembly.

8.2. The chairman of the Board is elected from among the Board members by General Assembly. The chairman organises the work of the Board.

8.3. The Board is entitled to decide on all matters that are not the exclusive competence of General Assembly or within the exclusive competence of other structural units of the Association.

8.4. Each Board member is entitled to represent the Association individually.

### **Chapter 9. Auditor.**

9.1. The annual report of the Association is audited by a sworn auditor.

9.2. The auditor of the Association cannot be a member of the Board of the Association.

### **Chapter 10. Membership Fee.**

10.1. Members of the Association pay a membership fee in the amount and manner determined by General Assembly. The General Assembly is entitled to instruct the Board to determine the amount and manner of payment of the membership fee.

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Dagnis Posums  
Member of the Board

Statutes of the Association confirmed in General Assembly in Riga, February 13, 2025.