

Rules of Procedure

Of AM-ISRAEL-FARAFINA (Jewish multicultural association)

ARTICLE 1 – Conditions for becoming an active or a supporting member

In accordance with Article 1 of its Statutes, the association is composed of active members and of supporting members. This article defines those who can belong to the Association.

Any adult person, even if he or she does not fulfil the conditions for becoming an active member, can become a supporting member, on condition of accepting the Statutes, the Rules of Procedure, the principles and values of the association. This person must then pay the dues according to the following requirements.

“Given the basic principle of AM-ISRAEL-FARAFINA, of being against all forms of racism and discrimination, the Association requires that none of its members engage in any kind of racism and/or discrimination, whether anti-Black or anti-Israeli, and to strongly combat any demonstration of these two kinds of hatred”.

For the year 2014, the annual dues for individual members is set at 50 Euros. The annual dues for couples or single parent families is set at 90 Euros. Annual dues for a family is set at 150 Euros. The Board of Administration decides on modifications of these amounts. It is permitted that dues may be lowered according to the specific situation of the person requesting this. The President, Treasurer and General Secretary are the only ones who may grant such reductions.

Payment can be made by check, bank transfer, postal money order or international money order. It must be made within a delay of 30 days at most after membership. If payment is not received by the Treasurer during that period, membership will be considered null. Payment can also be made by monthly deduction.

Membership, or registration as supporting member, is made by a membership bulletin supplied by the Association. This bulletin filled out and signed can be returned to the Association by mail, by email or in person.

Dues are paid each calendar year. The treasurer sends a Cerfa receipt by email to the member upon receipt of payment. Upon request, a paper receipt can be sent.

Membership bulletins include the following information: family and given names, address and home telephone number and, if available, email address and cell phone number. Family memberships also include given names and ages of children. Each member promises to inform the organization of any change in these minimal data.

In accordance with Law N° 78-17 of 6 January 1978 concerning informatics, files and individual freedom, members have the right to access and correct data concerning them via the organization's General Secretary.

The Board has the right to refuse any membership or renewal of such or any registration or renewal of such by a supporting member.

There is no nationality or residence condition for membership.

ARTICLE 2 – Rules governing the General Assembly

All paid up members can participate in the General Assemblies and in their votes. According to Article 10 of our Statutes, the General Assembly elects the Board members for two years. The General Assembly is convened at least fifteen days before the date on which it is to take place. The same period of time is required for the Bureau to send out an appeal for candidates when it is necessary to elect members to the Board. The number of positions is stated at the latest during the General Assembly, and the list of candidates is also closed at the latest during the General Assembly.

Any paid up member can be a candidate to the Board during the General Assembly election. For this purpose, interested members must express their candidacy to the Bureau in writing and signing their identifying data. They present themselves to the General Assembly with an explanation of their motivations and plans.

During the General Assembly, the election of Board members is by secret ballot, each member voting for a number of candidates between 0 and the number of posts to be filled, chosen among the candidates registered beforehand on the list drawn up by the Bureau. The voters sign on a list of candidates. In case of absence, a Power of attorney can also be given to a member present at the meeting. Adult members of a single family paying family dues (and living at the same address) each have a vote. The General Assembly votes by a show of hands and by simple majority, on all other questions to be decided, such as the Activity Report, the financial Report, future projects.

ARTICLE 3. Rules governing the Board

Any public position expressed in the name of AM-I-FA, by a non-member of the Board requires previous agreement either by the Board itself or by the Bureau of the organization.

The Board, elected by the General Assembly for three years, elects, among its members, also for a three year term, the President and the members of the Bureau.

The Board meets whenever necessary and at least once each quarter, convened by the President (or by the General Secretary appointed to do so).

The Board is free to conduct normal management actions as well as the current expenses of the organization. It mandates the Bureau, whose acts it approves and controls, to act in its name. Board decisions are made by consensus, save for the most important, such as those involving an expense of any amount above 500 Euros or that would necessitate a monthly expenditure of more than 500 Euros. In such cases, a vote is required, as well as a written discussion kept in the organization's archives. Decisions are taken by simple majority vote. When a vote is required outside Board meetings, it can be taken by electronic mail.

The Board can invite to its meetings, without voting rights, either regularly or exceptionally, any dues-paying member whose presence would be important for the organization's proceedings. It can also set up working Committees or steering Committees and name as president to these a paid up member of its choice, chosen for his or her competence and availability.

The Board names among its members an Administrator charged with organizing meetings of the volunteer members of the organization and with organizing their work (meetings, etc...).

ARTICLE 4 – Technical Choices

For the organization's life and for its outside communication, wide use can be made of the means provided by electronic networks, Internet and email in particular.

The Secretariat, Bureau and Board can establish by these electronic means, and by the same means, send to concerned persons, convocations, agendas and Reports of meetings, publication of lists, various information, session documents and external communications. If it is possible to vote electronically, mention must be made of this when the request to vote in sent out. In this case, a final date is determined, and only the last vote of each person is considered.

However, the convening of the annual General Assembly must be done by postal mail two weeks in advance of the date. Should a member not receive the letter convening the General Assembly because of any technical problem, this will not jeopardize the holding of the General Assembly nor its conformity with the Statutes.

Each important message for the proper functioning of the organization (confirming membership, convening letter,...) will be followed up by a second attempt by electronic mail in case of a technical problem noted (message of error or of non reception, for example) before giving up the attempt.

The file of organization members and lists of email recipients are only available to Bureau members whose responsibility they are, in application of the Law of 6 January 1978 concerning informatics, files and freedoms. They are also available to the Steering Committee member responsible for Communication.

When a member wants to communicate an information to other organization members or to some of them, this information must be sent to a Bureau member and to the member of the Steering Committee responsible for Communication, who decides to transfer it or not by all means at his or her convenience, such as social networks, the Web site of the organization, or the mailing list.