



Lycée Français Marcel Pagnol
ABUJA NIGERIA



aefe
Agence pour
l'enseignement français
à l'étranger

CONSTITUTION OF PARENTS' ASSOCIATION OF THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA

We the members of the **PARENTS' ASSOCIATION OF THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA**, a non-profit and non-political organization do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the Provisions therein contained.

PURPOSE:

The Association is saddled with the responsibility of managing the "**FRENCH SCHOOL MARCEL PAGNOL OF ABUJA**" duly registered in line with its respective objectives and in accordance with the approved Guidelines of French Ministry of National Education as subsidized by the **AGENCY FOR THE TEACHING OF FRENCH ABROAD (AEFE)**.

ARTICLE 1: NAME OF THE ASSOCIATION

The Association shall be known and addressed as **PARENTS' ASSOCIATION OF THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA** (hereinafter referred to as "**The Association**").

ARTICLE 2: REGISTERED ADDRESS

The Address of the Association shall be **Plot 131, Cadastral Zone B17, Sector Centre C, District, Abuja FCT**.

ARTICLE 3: AIMS AND OBJECTIVES

1. To promote and deploy the most effective learning and teaching techniques or strategies in the development of pupils and students of the school and in accordance with the French Policy on Education and the Bilateral Cooperation Practices between the Republic of France and the Federal Republic of Nigeria.

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2. To create a conducive environment, foster love, spirit of understanding, progress and cooperation amongst members (parents and pupils).
3. To promote French teaching and French educational system in Nigeria.
4. To contribute to the proper functioning of the school, to the maintenance of its properties and to the renewal and upgrading of its equipment and teaching material.
5. Promote the institution's outreach to the outside world.
6. To control and ensure the mobilization and proper use of the Association's resources.

ARTICLE 4: THE VISION AND THE PLAN FOR ACHIEVEMENT OF THE OBJECTIVES

The aims and objectives of the Association as stipulated in **Article 3** above shall without prejudice be pursued as follows;

1. To comply with all French Education System Rules and Regulations in accordance with the cooperation practices.
2. To train foreign and Nigerian pupils and students within the French Educational System.
3. To facilitate over all cognitive, social and psychological development of the pupils and students through qualitative and dedicated staff.
4. To strive at maintaining high quantitative and qualitative standards of education through the services of dedicated and committed staff.
5. To accept and manage donations, bequests and endowments from Individuals, Trustees, Charities, Corporate Bodies and Governments and prudently apply them towards the realization of the Aims and Objectives of the Association.

ARTICLE 5: MEMBERSHIP

Membership of the Association shall consist of the Parents of registered Pupils and Students of **THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA.**

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ARTICLE 6: GENERAL MEETING (Assembly)

1. The General Meeting comprises of all members of the Association. Members meet at least **twice a year**, the first time during the month following the beginning of the School Year, while meeting comes up within the first quarter of the calendar year, to consider a presentation of the accounts for the previous exercise and to approve the budget for the next school year.
2. The General Meeting is convened by the Management Committee of the Association. Notifications are sent at least **15 days** prior to the meeting and must mention the agenda.
3. The General Meeting endorses the Association's budget, approves its accounts, elects its management committee, and deals with all issues in line with the objectives of the Association and that are on the agenda. All decisions are taken at a majority vote of the members present or represented.
4. Each family with children registered at the school, with no School fees arrears, is entitled to vote.

ARTICLE 7: QUORUM

1. The quorum at the Annual General Meeting is **25%** of the total membership of the Association.
2. If the quorum is not reached, the Annual General Meeting can decide to convene an Extra-Ordinary General Meeting, whose decisions will be taken by simple majority of the members present or represented. This Extra-Ordinary General Meeting decisions can be made without the quorum.
3. If the majority of the members present or represented refuse, the third Meeting can be convened two weeks later. All decisions taken by this General Meeting can be taken without the quorum.



ARTICLE 8: EXTRA-ORDINARY GENERAL MEETING

An Extra-Ordinary General Meeting may be convened at any moment with a **two-weeks** advance notice by the Management Committee. Such a decision to convene a meeting may be taken by the Management Committee or at the request of **25%** of the members of the Association. Deliberations are valid with a **25%** quorum, except in cases mentioned above.

ARTICLE 9: BOARD OF TRUSTEES

- A. The Trustees of **PARENTS' ASSOCIATION OF THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA** for the purpose of the **Companies and Allied Matters Act 2020** shall be elected at a General Meeting of the Association charged with the responsibility of electing the Trustees with **2/3** majority votes of members present.
- B. Such Trustees (hereinafter referred to as "The Trustees") shall not be less than 2 and more than 15 in number and shall be known as the **INCORPORATED TRUSTEES OF THE PARENTS' ASSOCIATION OF THE FRENCH SCHOOL MARCEL PAGNOL OF ABUJA.**
- C. A trustee may hold office for Ten years but shall cease to hold office if he:
- i. Resigns his office.
 - ii. Ceases to be a member of the Association.
 - iii. He is a person of unsound mind having been so found by a Court of competent jurisdiction.
 - iv. Is convicted of a criminal offence involving fraud, dishonesty by a Court of competent jurisdiction.
 - v. He is recommended for removal from office by a majority vote of members of the Association present at any General Meeting of the Association.
 - vi. Absents himself or herself from three (3) consecutive General Assemblies of the Association.



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D. Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of the Association.

ARTICLE 10: FUNCTIONS OF THE TRUSTEES

- a. The Trustees shall apply to the **Registrar-General, Corporate Affairs Commission** for a **Certificate of Incorporation under the Companies and Allied Matters Act 2020**.
- b. If such Certificate is granted, the Trustees shall have power to accept and hold in trust all lands belonging to the **ASSOCIATION** and to acquire land and other properties on behalf of the **ASSOCIATION** subject to such condition as may be imposed by the Commission.

ARTICLE 11: MANAGEMENT COMMITTEE

1. The Management Committee shall comprise of 12 members of the Association.
2. Ten (10) of the members of the Management Committee shall be elected by members of the Association in General Meeting for a duration of One School Year and the election shall take place within one month after the resumption of new school year.
3. The Counsellor of Cooperation and Cultural Affairs of the Embassy of France to Nigeria and the School Director or their representatives shall be statutory members of the Management Committee but with non-deliberative votes.
4. The quorum of the Management Committee meetings shall be seven (7) members and the members shall meet once in a month except in cases of emergency.
5. The Meetings/Businesses of the Management Committee shall be conducted both in French and English Language.
6. The Headmaster and Counsellor of Cooperation and Cultural Affairs of the Embassy of France shall exercise consultative roles.



7. Any member of the Management Committee who absents himself or herself from three consecutive meetings of the Management Committee shall be suspended from being a member of the Committee while five (5) consecutive absenteeism from the meetings of the Management Committee shall lead to the removal of such a member from the Management Committee.
8. The Management Committee shall be responsible for:
- The effective management of the school in its entirety.
 - Ensure compliance with the principle of double signature of cheques.
 - Prepare and monitor the implementation of the School's Budget.
 - The opening and management of the School's Bank Account(s) with approved Banks.
 - The Committee through the President shall convene, prepares and presides over the meeting of the Association.
 - The Committee shall produce and present its Annual Management Report during the last meeting of the Committee.
 - During the last meeting of the Management Committee, the Committee shall present its Financial Statements and Achievements.

ARTICLE 12: OFFICES OF THE MANAGEMENT COMMITTEE

For effective Management of the Association, the following offices shall be created for the Management Board of the Management Committee:

- President
- Vice President
- Treasurer
- Vice Treasurer
- Secretary
- Vice Secretary



ARTICLE 13: ROLES OF THE MANAGEMENT COMMITTEE

PRESIDENT

1. The President of the Management Committee shall also double as the President of the Association.
2. The President shall preside over all the meetings of the Association and the Management Committee.
3. The President shall have a casting vote in case of a tie or even vote.
4. The President shall sign the minutes of all meetings of the Board and the Association.
5. The President shall represent the Association alongside other Executive members in all meetings involving the Association and External bodies.
6. The President shall be co-signer of the Bank cheque of the Association.
7. The Vice President shall act as the President in the absence of the President.
8. The President shall discharge other duties reasonably incidental to his office.

SECRETARY

1. The Secretary shall take the minutes of every meeting of the Association and the Management Committee.
2. The Secretary shall be in charge of the running of the Secretariat of the Management Committee and the Association.
3. The Secretary shall be responsible for the safe keeping of all records of the Association and the Management Committee.
4. The Secretary shall summon all meetings as directed by the President.
5. The Secretary shall produce and circulate to members of the Committee the minutes of the meetings of the Committee within 5 days after the holding of the meeting.
6. The Secretary shall compile minutes of all the meetings of the Management Committee and shall handover same to the new Secretary upon the expiration of his or her tenure as part of the administrative records of the Committee.



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7. The Vice Secretary shall assist the Secretary and shall also act as the Secretary in his absence.

TREASURER

1. The Treasurer and Vice Treasurer shall prepare the Budget of the Association and supervise its implementation.
2. The Treasurer shall render Financial Reports to the Association at the General Meeting of the Association.

ARTICLE 14: COMMON SEAL

1. The Trustees shall have a Common Seal.
2. The Common Seal of the Trustees shall be kept in the custody of the Secretary of the Management Committee who shall produce it when required for use by the Trustees.
3. All documents to be executed by the Trustees shall be signed by Two Trustees and sealed with the Common Seal.
4. The Secretary shall hand over the Common Seal to the New Secretary upon the expiration of his term as the Secretary of the Association.

ARTICLE 15: AMENDMENT OF THE CONSTITUTION

The Constitution may be amended, altered or replaced in whole or part by any person(s) deciding to make such Amendment, which shall take place at the General Meeting, and with a motion of two-third of the votes entitled to be cast by the member present at a General Meeting called for that purpose and approval by the **Registrar-General, Corporate Affairs Commission, Abuja.**

ARTICLE 15B: AUDITORS

The General Meeting shall appoint:

- a) Independent qualified and licensed Auditors shall be appointed by the general meeting to audit the financial records of the Association annually and submit an audited report to the Annual



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General Meeting through the President of the Management Committee and who shall in turn present same to the General Meeting for approval.

b) The Audited Financial Statement (Balance Sheet of Income and Expenditure Account) duly certified by the Independent Auditors shall be annexed to the Annual Returns filed with the Corporate Affairs Commission.

c) In Addition to the above, the General Meeting shall be at liberty to appoint an Independent Auditor(s) to review the finances of the Association and the Annual Audited Reports of the Association every three years whenever it deems it necessary to do so.

ARTICLE 16: SPECIAL CLAUSE

1. **THE INCOME AND PROPERTY OF ASSOCIATION** shall be applied solely towards the promotion of the objective of the body as set forth in this **CONSTITUTION**: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.

2. **PROVIDED** that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association.

a. No member of the Management Committee shall be appointed to any salaried office of the Association or any office of the Association paid by fees;

b. No remuneration or other benefit in money or money'(s) worth shall be given by the body to any member of such Management Committee and the members of the Association are not allowed to enter into any contractual relationship with the Association.

3. If in the event of a liquidation/winding-up or dissolution of the corporate body there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to the Institution owned by the French Government represented by its French Embassy in




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Nigeria, having objectives similar to the objectives of the Association, such institutions to be determined by the members of the Association at or before the time of dissolution.

4. If effect cannot be given to the aforesaid provisions, then the remaining property shall be given to organizations that share similar objectives with the Association in Nigeria.

DATED THIS 22ND DAY OF APRIL 2022.


PRESIDENT

SECRETARY
