



CercleS

Extraordinary General Meeting

Friday, 31 October 2025

11:00-12:00 CET

Zoom



Format of meeting and technical details:

Will be recorded for purposes of minutes, then deleted

Online format

Panelists: Executive Committee

Julia Zabala (President)

Libor Štěpánek (Vice-President)

Mia Panisse (Secretary General)

Alessandra Fazio (Deputy Secretary General)

Tom Grainger (Treasurer)

Ruth Tobias (Deputy Treasurer)

Zaan Bester (Assistant)

For any questions or problems, please write in chat function



Format of meeting and technical details

Participants

Delegates for members present

Voting via Google forms

- Voting with computer or smartphone
- If browser asks you to log into your Google account, **no need to register with Google**
- Try another browser or copy the link and paste it into your browser (instead of clicking on the link)
- There will be **three** rounds of voting:
 - one to record the **names of voting members** participating in the GM for the minutes
 - one to vote for the **approval of minutes from the General Meeting in Durham/on Zoom on 13 September 2024**, and
 - one to vote on **the inclusion of CLUB** as a Full Member.

The URL for voting will be sent to the chat (note that three links will be given)



Agenda

1. Welcome
 - a. Approval of agenda
 - b. Information about polling
2. Approval of minutes from the General Meeting in Durham/on Zoom on 13 September 2024
3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)
 - a. Information about CLUB
 - b. Voting
 - c. Results of voting
4. Next General Meeting: 11 September 2026 in Rome/via Zoom



1a. Welcome and approval of agenda

Does anyone want to add anything to the agenda?
Please write it in the chat now.



1b. Information about polling

Voting rights

Institutional members (Language Centre members of full members that have paid their subscription) and ***associate members*** have one **(1) vote per member present**, it being specified that ***full members*** as such, represented during the vote by institutional members, ***do not have their own voting rights***. Honorary members and benefactor members do not have voting rights.

Proxy voting is not permitted.

Resolutions

Resolutions of the Ordinary and Extraordinary General Meeting ***shall be passed by a simple majority of the votes cast by those members present and entitled to vote***. The majority shall be calculated based on the votes cast, excluding abstentions, blank or invalid votes, which thus shall not be added to negative votes for the calculation of the majority.



1b. Information about polling (continued)

In simple language: as with a regular, in-person General Meeting, all members of a centre may attend, but only one person may vote on behalf of that centre.

The CercleS Statutes stipulate (article 5.6) that each institutional member and each associate member will have ONE vote. Honorary members do not have voting rights, and proxy voting is not permitted.

Generally speaking, the head/director of an institutional member (language centre) would cast a vote on behalf of all the staff of that centre. However, if the head is not able to attend, then any other member of the centre may vote on behalf of that centre.

Therefore, if more than one staff member from a centre is present at this EGM, please determine now which person will vote (*if you have not yet done so*).



1b. Registering the name of the person who will vote

If you are the person who will vote on behalf of your centre, please use the link in the chat and register your name, institution (centre), and NA now.

Link: Voting registration



2. Approval of minutes from the General Meeting in Durham/on Zoom on 13 September 2024

Please use the link in the chat and vote whether you approve the minutes of the GM in Durham.

Link: Approval Durham minutes



3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)

Summary of the information sent about CLUB
(the PDF with supporting information will be put in the chat now)

CLUB brings together the language centres of all universities in French-speaking Belgium.

It includes:

1. Institut des Langues Vivantes (UCLouvain)
2. Institut Supérieur des Langues Vivantes (Université de Liège)
3. Service Langues et Internationalisation (UMons)
4. Centre de Langues de l'UNamur (UNamur)
5. ULB Langues (Université libre de Bruxelles)
6. Language teaching group at Saint-Louis Bruxelles



3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)

CLUB (Centres de Langues Universitaires de Belgique francophone) unites the language centres of all universities in French-speaking Belgium. Founded in 2005, it operates as an informal yet structured network that promotes collaboration, exchange of best practices, and joint reflection on pedagogical and strategic issues.

Since 2013 the network has organised an annual conference rotating among member institutions to foster innovation and community. The centres share a strong focus on intercultural competence, digital learning tools, and pedagogical research, adapting continuously to technological and societal developments such as AI.

Through its application to join CercleS, CLUB aims to represent French-speaking Belgium within a broader European context, enhance international collaboration, and contribute its expertise to shared initiatives that strengthen quality in language education across Europe.



3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)

CercleS Statutes (2020) article 3.1

Full members and institutional members

Full Members are non-profit institutions, associations and other bodies, which represent Language Centres in Higher Education in individual European countries, language communities, or transnational associations.

Full members are composed of Language Centres. Each of these Language Centres is an institutional member of the Association. Institutional members are thus members of full members that have registered with CercleS via the full member to which they belong.

No more than one full member shall be admitted to represent any one country, language community, or transnational grouping.



3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)

Questions?



3. Application for Full Membership by Centres de Langues Universitaires de Belgique francophone (CLUB)

Please use the link in the chat and vote whether you approve the inclusion of CLUB as Full Member of CercleS.

Link: Approval CLUB membership



Results of voting

*The admission of CLUB as a full member of CercleS is **approved**.*

Next steps:

- The president will contact CLUB with the results of the voting, as they are not present at the GM.
- They will be asked to nominate a representative to join the Coordinating Committee, who will be invited to join the CC meeting in December.
- They will have one vote in Coordinating Committee (based on the number of their institutional members), and
- We will add their details to the website.



4. Next General Meeting: 11 September 2026 in Rome/via Zoom

5. AOB





Thank you
for your participation!

The Executive Committee

