

Establishing an association step by step

The founding of the association is as follows:

Write a proposal for the rules of the association and convene a founding meeting.

The first inaugural meeting is held and a memorandum is drawn up at which the rules are adopted.

If necessary, a second inaugural meeting will be held to re-adopt the rules.

There must be at least three founders of the association and they must be at least 15 years old.

1. Memorandum of association

The memorandum of association is a free-form document that proves that the association is actually established. The name and date of the association and the signatures of all the founding members are written in the memorandum.

Model charter:

Memorandum of Association

We, the undersigned, have set up an association called _____, joined it and approved the rules annexed to it.

[Place, date and all signatures with clarifications of name.]

2. Rules for the association

When an association is established with a guided notification from the register of associations (PRH), no ready-made rules are needed, because the transaction service creates the rules on the basis of the choices made by the notifier. Changing the rules always requires at least one meeting of the association, so you should keep the rules in order at the same time.

A model of the rules for the association are found at the end of this text.

3. Inaugural meeting and minutes

A founding meeting of the association is held. Minutes shall be taken of the meeting, showing the decision to establish them. The minutes shall be signed by all those who attend the meeting and wish to become members. The rules shall be annexed to the minutes of the inaugural meeting.

If there is a public invitation to the inaugural meeting, it must indicate at least the time, place and matters to be discussed at the meeting. The way the invitation is distributed is free.

Model minutes of the inaugural meeting:

*[Name of association]
Inaugural meeting*

Agenda

- 1. Opening of the meeting*
- 2. The Chairman, secretary, auditors and tellers of the meeting shall be elected*
- 3. Note the meeting participants*
- 4. The agenda of the meeting is confirmed and the order of business is decided*
- 5. It is decided to establish a new association in the locality*
- 6. The rules of the association are approved*
- 7. The memorandum of the association is signed*
- 8. The Chairman of the association is elected*
- 9. The other members of the Board are elected*
- 10. The association's performance inspectors are elected*
- 11. The action plan and budget are approved*
- 12. Other possible issues will be addressed*
- 13. Closing of the meeting*

[Signatures and clarifications of name by the Chairman, secretary, auditors and tellers.]

4. Notification to the register of associations

Notification to the register of associations (PRH) is made on an official form. The founding wizard costs 50 euros. The notification is paid for in the service either with online banking IDs or a credit card. The declaration shall be signed by the Chairman and, if necessary, by another person.

Notification required

- signed memorandum of the association (PDF or JPG)
- information on the persons to be notified, i.e. name and Finnish social security number
- the information to be included in the rules, i.e. the name and registered office of the association, its purpose and forms of activity, membership and meetings, and the method of signing.

If the signatory or Board member does not have a Finnish social security number, you need his or her date of birth, citizenship and home address. Attach a copy of his passport or other identity card as a PDF or JPG file.

Learn more

Please note that when establishing an association, all documents must be in Finnish or Swedish. If necessary, copies of the documents can be made in English, but the language used in the agencies can only be Finnish or Swedish.

Information for the founder of the association

https://www.prh.fi/fi/yhdistysrekisteri/yhdistyks_perustajalle.html

Association registration

<https://www.prh.fi/fi/yhdistysrekisteri/sahkoinenasiointi.html>

Rule template:

[Name of association]

Register of associations

I GENERAL

1 § Name and domicile of the association

The name of the association is _____ and its registered office is _____.

2 § Purpose

The purpose of the association is:

- 1) act as an interest organization and liaison for students completing a _____(study field)_____ higher or lower university degree at LUT University;*
- 2) to supervise the common intellectual, professional and study-related interests of its members*
- 3) to provide cultural services to its members and to develop the hobby opportunities of the members, and*
- 3) co-operate with the Student Union of LUT University in order to improve the social and societal status of students and to develop teaching at LUT University*

3 § Implementation of the purpose

To achieve its purpose, the association:

- 1) organizes meetings, parties, study trips and social events for its members;*
- 2) organizes study and information events related to studies, the university, university policy and current social issues;*
- 3) manages the association's information activities by publishing a bulletin and distributing other possible material to the membership;*
- 4) helps its new members to become acquainted with the university and its atmosphere and to cope with the problems that arise in the early stages of studies;*
- 5) co-operates with other local and national student associations, the Student Union of LUT University and other parties involved in the protection of students' interests, and;*
- 6) works in other ways comparable to the previous ones.*

4 § Support for activities

In order to support its activities, the association is entitled to:

- 1) to receive grants, donations and wills;*
- 2) with the relevant permission to organize fundraisers, lotteries and celebrations and entertainment events;*
- 3) engage in publishing and publishing activities;*

- 4) *establish funds;*
- 5) *to own immovable and movable property necessary for its activities, and;*
- 6) *in order to finance his or her non-profit activities, to engage in a business or gainful activity which is otherwise directly related to the fulfillment of the purpose or which must be considered to be of financial value.*

II. MEMBERSHIP

1 § Members

The members of the association are approved by the Board.

2 § Full members

A student present at the LUT University ___ degree program can be accepted as a full member of the association, who accepts the purpose and operating principles of the association and undertakes to pay the membership fee determined by the autumn meeting.

3 § Supporting members

Supporting members may be individuals and legal entities approved by the Board as supporting members and who pay the annual support membership fee set by the association's autumn meeting. Supporting members have the right to attend and speak at the meetings of the association, but not the right to vote.

4 § Honorary members

the association may invite a person who has significantly contributed to the activities of the association as an honorary member. A person is invited to be an honorary member of the association when at least 2/3 of the attendees of the association's meeting support the invitation. Honorary members have the right to attend and speak at the meetings of the association, but not the right to vote. The honorary member is not charged a membership fee.

5 § External members

A person interested in the activities of the association who cannot be accepted as a full member may be accepted as an external member of the association for one year at a time upon application. An external member pays the association membership fee and one-time membership fee.

6 § Subscription and membership fee

The amount of the membership fee and annual membership fee charged to members is decided by the autumn meeting.

7 § Resignation of a member

A member may resign from the membership of the association at any time by notifying the Board of the association or its chairman in writing or by announcing his resignation at a meeting of the association. The member is free from membership in the association two (2) months after the notice of resignation or earlier by the decision of the Board.

8 § Dismissal of a member

The association may dismiss a member from the association at its meeting if the member has failed to fulfill the obligations to which he or she has committed by joining the association or has significantly harmed the association or its members or no longer fulfills the membership conditions specified in the rules. A full member is expelled from the association unless he or she presents special reasons to the Board of the association in favor of continuing the membership. The final decision on membership is made by the Board of the association.

III. MEETINGS OF THE ASSOCIATION

1 § Right of initiative

All members of the association have the right of initiative for both association meetings and Board meetings. Initiatives must be submitted in writing to meetings of the association fourteen (14) days prior to the meeting and to Board meetings seven (7) days prior to the meeting.

2 § Right to attend and speak at a meeting

A meeting of the association may grant the right to attend and speak at a meeting of the association to a person who is not a member of the association.

3 § Decision making

The decision-making power of the association is exercised by the full members at the meeting of the association. One full vote for each full member.

The decision of the association shall be, unless otherwise provided in the rules, the opinion supported by more than half of the votes cast. Voting shall be by simple majority. In the event of a tie, the chairman of the meeting shall have the casting vote, but the lot shall be chosen by lot.

Voting shall be by secret ballot if one of the voting participants in the meeting so requests. Personnel selections are always made by closed ballot.

4 § Association meetings and invitation to meetings

The association holds two regular meetings a year. The spring meeting of the association is held in march-may and the autumn meeting in october-december on a date determined by the Board.

The invitation to the meetings of the association shall be sent to the members for information at least seven (7) days before the meeting on the official notice Board of the association. The invitation to the meeting shall state if the meeting deals with matters mentioned in section 23 of the associations act or comparable to them. A meeting has a quorum when it is convened in accordance with the rules of the association.

The meeting of the association may be attended in the invitation to the meeting, if so mentioned, also by means of a telecommunications connection or other technical aid during or before the meeting.

5 § Spring meeting

The task of the spring meeting is

- 1) consider and approve the previous year's annual report;*
- 2) process the previous year's financial report;*
- 3) process the statement of the performance auditors;*
- 4) approve the financial statements for the previous financial year and decide on the discharge of the Board of directors and other responsible persons, and;*
- 5) deal with other matters mentioned in the notice convening the meeting.*

6 § Autumn meeting

The task of the autumn meeting is

- 1) elect the chairman of the Board of the association;*
- 2) decide on the size of the Board of the association and elect other members;*
- 3) decide on the connection fees for the following year and the obligation to pay membership fees;*
- 4) discuss and approve the action plan and budget for the following year;*
- 5) elect an auditor and a deputy auditor or an operational auditor for the next financial year; and the Deputy Auditor to audit the accounts and administration for the following financial year;*
- 6) decide on the official communication channel of the association, and;*
- 7) deal with other matters mentioned in the notice convening the meeting.*

7 § Extraordinary meeting

The Board may convene an extraordinary meeting of the association if necessary. An extraordinary meeting shall also be held when at least one tenth (1/10) of the members of the association so request in writing from the Board for a purpose stated by the Board or when the meeting of the association so decides. In such a case, the meeting shall be held within fourteen (14) days of the request being submitted, without, however, counting the time between semesters.

IV. FINANCES

1 § General

The accounting and term of office of the association is the calendar year.

The association's Board is responsible for the association's finances. Housekeeping is based on existing laws, regulations, good association practice, this financial guide, and the association and decisions of Board meetings. The financial statement does not invalidate or change the decisions of the association general assembly.

2 § Financial statement and the audit

The financial statements must be prepared and submitted to the auditors or operations auditors no later than twenty-eight (28) days before the spring meeting. The auditors or performance auditors must perform the audit and submit the auditor's report to the association's Board no later than fourteen (14) days before the association's spring meeting.

3 § Acceptance of invoices

The association's bills are approved by the Board at its meeting. The association's bills are paid by the treasurer.

4 § Participation fees for association events

The Board of the association decides on the participation fees for the events of the association on a case by case basis on the proposal of the person in charge of the event. At the same time, the government also decides on possible discounts for Board, committee members and other members.

5 § Cancellation of participation

Binding registration may be required for some association events. A participation fee must be paid for these events, even if you do not participate in the event. However, you can independently hire another person to replace you. However, by decision of the Board, the fee

may not be collected if, for example, the participation has been canceled before the event has caused expenses for the association.

6 § Travel expenses

The association reimburses travel expenses for its official representatives when the trip is directed to other localities. Travel expenses from one place to another are reimbursed according to the cheapest means of public transport. The association does not replace the use of local transport in the home or place of representation during representation trips.

Compensation is paid for the use of your own car for business trips if the use of the car is public instead is justified. In this case, the compensation is 20 cents / km. In no case will the association replace possible damage to the vehicle, but everyone carries their own vehicle at your own risk.

7 § Arrangements for financial management and agreements

The Board of the association decides on the association's banking relations and the way in which accounting and payment transactions are organized. The Board decides on the access rights to bank accounts. Only those who have the right to sign the association are allowed to enter into agreements on behalf of the association.

8 § Financial monitoring

It is the treasurer's responsibility to submit a report on the association's finances to the Board if necessary. In practice, this means monitoring and reporting account transactions Board meetings and the preparation of the balance sheet and financial statements.

V. ADMINISTRATION

1 § Decision-making power

The decision-making power of the association is exercised by the meeting of the association and the executive power is exercised by the Board elected by the organizational meeting.

2 § Appeal against the decision of the Board of directors

If a member of the association considers that the decision of the Board of the association violates his or her right, the member may, within fourteen (14) days of being notified of the decision of the Board, request the Board to discuss the matter at a meeting of the association.

If this has happened, the Board of the association is then obliged to hold a meeting of the association within twenty-eight (28) days of receiving the request.

3 § Writing the name of the association

The name of the association is written by the chairman of the Board, vice chairman, secretary or treasurer, the two together.

VI. THE BOARD OF DIRECTORS

1 § Size and duties of the Board

The Board of the association consists of the chairman and a minimum of four (4) and a maximum of nine (9) other full members of the association. The term of office of the Board is a calendar year.

The tasks of the Board are:

- manage the activities of the association*
- to prepare matters to be raised at the meetings of the association and to implement the decisions made at the meetings*
- prepare the annual activity and financial report and the financial statements*
- draw up a budget and an action plan*
- represents the association*
- elect from among its members a vice-president, a secretary and a treasurer*
- maintain a list of members of the association*
- enjoy the confidence of the association meeting.*

The duties of the chairman of the association are:

- 1) prepare Board meetings and chair speeches at Board meetings;*
- 2) present the proposals of the Board to the meeting of the association;*
- 3) supervise that the rules and purpose of the association are observed in the activities of the association;*
- 4) supervise and direct the activities of other members of the Board of directors and committee members;*
- 5) represents the association externally as well as*
- 6) develop the activities of the association*

2 § Resignation of the Board

If the Board is relieved of its term of office or otherwise resigns, it shall elect

meeting of the association for the remaining term of the new Board. If a member of the Board is relieved of his or her term of office or resigns for any other reason, the meeting of the association may elect a new member to replace him or her.

3 § Dismissal of the Board

A meeting of the association may, in a no-confidence vote by a majority of at least two-thirds (2/3), release the term of office among the Board or its members by deciding that the Board or its member no longer enjoys the confidence of the association meeting. In this case, the matter must be mentioned in the invitation to the meeting.

New persons must be elected to replace the Board, its chairman or a member who has been dismissed at the same meeting of the association.

4 § Committees

The Board of the association may set up committees to assist the Board. The members of the committees are elected by the Board. The committee shall decide matters by a simple majority of votes. In the event of a tie, the lottery will decide.

Members of the Board of the association who are not members of the committee have the right to speak and attend the meetings of the committees.

VII. SPECIAL PROVISIONS

1 § Amendment of the rules

The decision to amend the rules shall be made at a meeting of the association by a majority of at least three-quarters (3/4) of the votes cast. Amendments to the rules must be approved at two (2) consecutive meetings of the association, of which only one may be an extraordinary meeting. The invitation to the meeting must mention any changes to the rules.

2 § Dissolution of the association

The decision to dissolve the association must be made at a meeting of the association by a majority of at least three-quarters (3/4) of the votes cast. The notice of the meeting must mention the dissolution of the association.

After the dissolution of the association, its property will be transferred for the common benefit of the students of the LUT University's ___ degree program in the manner decided in more detail at the last meeting of the association.

3 §

Other than as provided in these rules, the Association Law shall be complied with. These rules come into force when they are entered in the register of associations. This change in the rules does not infringe on already acquired membership rights.