

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 of the association, the date 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.

Lappeenranta, xx.xx.20xx



Emma Example



Mike Model



Daniel Draft

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.

Below is a model rule for an association that has two association meetings a year and several member groups. Other rule models can be found on PRH website: <https://www.prh.fi/fi/yhdistysrekisteri/saantojen-laatiminen/saantomallit.html>

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Association register

1. Name and domicile of the association

The name of the association is _____ and its residency is in _____.

2. Purpose and implementation of the purpose

The purpose of the association is _____

To achieve its purpose, the association _____

3. Members

A person who accepts the purpose of the association can be accepted as a full member of the association. A private person or a legal entity that wants to support the purpose and operation of the association can be accepted as a beneficial member. Regular members and supporting members are approved by the board of the association upon application. A person who has significantly promoted and supported the association's activities can be invited as an honorary member at the board's proposal at the association's meeting.

4. Joining and membership fee

The amount of the joining fee and the annual membership fee to be collected from regular members and paying members separately for each group of members will be decided by the autumn meeting. Honorary members do not pay membership fees.

5. The Board

The association's operations are handled by the board, which includes the chair elected at the autumn meeting and 2-8 other regular members. The board's term of office is a calendar year. The board elects a vice-chair from among its members and chooses a secretary, treasurer and other necessary officials from among its members or from outside. The board meets at the invitation of the chair or, in their absence, the vice-chair, when they deem it necessary or when at least half of the board members demand it. The board has a quorum when at least half of its members, including the chair or vice chair, are present. Votes are decided by an absolute majority. In the event of a tie, the chair's vote will decide, but in elections, a lottery will be held.

6. Writing the name of the association

The name of the association is written by the chair, vice-chair, secretary or treasurer of the board, each alone.

7. Financial period

The association's accounting period is a calendar year.

8. Association meetings

The meeting of the association can be attended, if the board or the association's meeting so decides, also by mail or with the help of a telecommunication connection or other technical aid during or before the meeting. The association holds two regular meetings each year. The spring meeting of the association is held in January-May and the autumn meeting in September-December on the day determined by the board. At the association's meetings, each full member and honorary member has one vote. A supporting member has the right to attend and speak at the meeting. Unless otherwise specified in the rules, the decision of the association's meeting shall be the opinion supported by more than half of the votes cast. In the event of a tie, the vote of the chair of the meeting will decide, but in the case of elections, the lottery will be held.

9. Invitations to the association's meetings

The board must call the association's meetings at least seven days before the meeting by e-mail to the members.

10. Essential meetings

The following matters will be discussed at the association's spring meeting:

1. opening of the meeting
2. the chair of the meeting, the secretary, two auditors and, if necessary, two tellers are elected
3. the legality and quorum of the meeting is stated
4. the agenda of the meeting is approved
5. the financial statements, annual report and action inspector's statement are presented
6. it is decided on the confirmation of the financial statements and the granting of discharge from liability to the board and other responsible parties
7. other matters mentioned in the meeting invitation are discussed.

The following matters will be discussed at the autumn meeting of the association:

1. opening of the meeting
2. the chair of the meeting, the secretary, two auditors and, if necessary, two tellers are elected
3. state the legality and quorum of the meeting
4. the agenda of the meeting is approved
5. confirm the action plan, income and expenditure estimate and the amounts of joining and membership fees for the next calendar year
6. the chair and other members of the board are elected
7. an action inspector and a vice action inspector are elected
8. other matters mentioned in the meeting invitation are discussed.

If a member of the association wants to have a matter discussed at the association's spring or autumn meeting, he must notify the board in writing in good time that the matter can be included in the meeting invitation.

11. Changing the rules and dissolving the association

The decision to change the rules and dissolve the association must be made by a majority of at least three-fourths (3/4) of the votes cast at the association's meeting. The meeting invitation must mention changing the rules or dissolving the association. When the association is dissolved, the association's funds are used to promote the purpose of the association in the manner determined by the meeting deciding on the dissolution. When the association becomes liquidated, its assets are used for the same purpose.

3. Founding meeting and minutes

The founding meeting of the association will be held. If there is a public invitation to the founding meeting, it must state at least the time, place and matters to be discussed at the meeting. The method of spreading the invitation is free.

Minutes are written from the meeting, which shows the decision on the establishment. The minutes are signed by everyone who attends the meeting and wants to become a member. The rules are attached to the minutes of the founding meeting.

Template of the agenda to be attached to the invitation to the founding meeting:

[Name of association]

Founding meeting

Time: xx.xx.20xx at xx.xx

Place: LUT University, Lappeenranta campus, room xx

Agenda

1. Opening of the meeting
2. Election of the chair, secretary, auditors and tellers of the meeting
3. Writing down the participants of the meeting
4. Confirming the agenda of the meeting and deciding on the order of handling the meeting matters
5. Decision to establish a new association in the locality
6. Let's accept the rules of the association
7. Signing the memorandum of association
8. The chair of the association is elected
9. The other members of the board are elected
10. The association's action inspectors are elected
11. The action plan and budget are approved
12. Other possible matters
13. Closing the meeting

After the meeting, the secretary writes the minutes clean and changes the title "Agenda" to "Minutes". Minutes inspectors ensure that the decisions and other markings are correct, and at the end of the minutes are the signatures and name clarifications of the chair, secretary, auditors and tellers.

[Name of the association]

Founding meeting, minutes

Time: xx.xx.20xx at xx.xx

Place: LUT University, Lappeenranta campus, room xx

1. The meeting opened at xx.xx
2. ___ was elected as the chair of the meeting, ___ was elected as the secretary of the meeting, and ___ and ___ were elected as auditors and tellers of the meeting.
3. Those present at the meeting: ____, ____, ____.
4. The agenda was approved.
5. The association named ___ was founded in Lappeenranta, for LUT University students studying in the city.
6. The rules of the association were approved. Appendix 1.
7. The memorandum of association was signed. Appendix 2.
8. ___ was elected as the chair of the association.
9. ____, ____, ___ were elected as board members.
10. ___ was elected as the association's action inspector and ___ was elected as the vice action inspector.
11. The association's action plan and budget were approved. Appendix 3.
12. No other matters to be discussed came up.
13. The chair closed the meeting at xx.xx.



Emma Example, Chair



Mike Model, Secretary



Daniel Draft, auditor and teller



Sofia Student, auditor and teller

4. Notification to the association register

Notification to the association register (PRH) is made using an official form. The notification is paid in the service either with online banking credentials or with a credit card. The notification is signed by the chair and, if necessary, someone else can complete the process ready for the chair signing.

The notification requires

- the association's signed memorandum (PDF or JPG)
- the information of the persons to be notified, i.e. name and Finnish social security number
- the information included in the rules, i.e. the association's name and domicile, purpose and methods of operation, membership and meetings, and the way of writing the name of the association.

If the signatory or board member does not have a Finnish personal identification number, you need their date of birth, citizenship and home address. Attach a copy of their passport or other identification document as a PDF or JPG file to the notification.

More information

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, such as PRH and banks, must be only Finnish or Swedish.

Information for the founder of the association

https://www.prh.fi/fi/yhdistysken_rekisteri/yhdistyksen_perustajalle.html

Association registration

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