



# Model Association Rules

## Chapter 1

### Name, domicile, purpose and languages of the association

#### 1 § Name and Domicile of the Association

The name of this association is a model association. In these rules, it is called the association. The domicile of the association is Espoo.

#### 2 § Purpose of the Association

The purpose of this association is to advance the knowing of model culture among the students of the Helsinki University of Technology, to act as liaison to its members and to organise model training for its members. The association operates within the Student Union of Helsinki University of Technology (hereafter referred to as the TKY).

#### 3 § Association Activity

To fulfil its purpose, the association can:

1. do something
2. do something else
3. to practice other similar forms of action.

#### 4 § Funding the Activity

To fund its activity, the association can organise chargeable evening gatherings and raffles after receiving the required licence, to practise publishing activity, and accept donations and wills. Additionally, the association can collect membership fees.

The association can own movable and immovable property to use for its activities.

#### 5 § Official Languages of the Association

The language used in the minutes is English. The language for information is English.

## Chapter 2

### Members

#### 6 § Members

Members of the association include the actual, non-voting, support and honorary members.

Every TKY member interested in the association activity can be accepted as an regular member of the association.



Every person who is interested in the association activity but who cannot be accepted as a regular member can be accepted as a non-voting member.

A private person or a community having legal capacity who wants to support the purpose and activity of the association can be accepted as a support member.

A person especially distinguished in association activity or a person who has otherwise significantly advanced its strivings can be invited to be an honorary member with the minimum of three-quarters (3/4) majority at the General Meeting.

A proposal for an honorary member is made by the Executive Board or by at least ten (10) regular members of the association.

## 7 § Membership Register

The Executive Board has to keep a membership register. The complete name and domicile of every member must be written down in the register. A member is liable for informing the association about changes of name or domicile.

## 8 § Membership Fees

The annual meeting decides on joining fees collected from members and the amount of annual membership fee for each member group. The membership period for the association is 1.1.-31.12.

However, the following members do not have to pay the membership fee:

1. honorary members
2. regular members who have made the notice of absence to the Helsinki University of Technology for the whole membership fee period.

## 9 § Joining the Association

A person who wants to join the association has to announce this to the association. The acceptance of a member is decided by the Executive Board, however, the General Meeting decides on accepting honorary members.

## 10 § Resignation from the Association

A member has the right to resign from the association at any time by giving a written notice to the Executive Board or its Chair, or by announcing one's resignation at the General Meeting to enter in the record.

## 11 § Expulsion from the Association

The Executive Board can expel a member from the association if a member has not paid a due membership fee or if a member has caused remarkable damage by one's actions in or outside the association or does not fulfil the membership requirements mentioned in the law or the association rules.

Before the decision of expulsion, the member in question must have a chance to give an explanation, unless the reason for expulsion is not paying the membership fee.

The decision of expulsion must immediately be delivered to the expelled member in writing, unless the reason for expulsion is not paying the membership fee.

## 12 § Complaining of the Decision of Expulsion

A member, who has been expelled by the Executive Board, has the right to complain about the decision in writing to the General Meeting. The complaint has to be delivered to the Executive Board within thirty (30) days of publishing the confirmed minutes of the Executive Board meeting on the official notice board of the association and it has to be handled in the next General Meeting, however, at the latest within sixty (60) days of delivering the complaint.



## Chapter 3

### General Meetings

#### 13 § General Meetings

General Meetings include the annual meeting, the election meeting and additional meetings.

The annual meeting is held in February-March and the election meeting in November on a day ordered by the Executive Board.

The additional meeting is held when the General Meeting decides so or when the Board finds it necessary or when at least one tenth (1/10) of the regular members or 10 regular members demand it in writing from the Board for the purpose of a specifically raised matter. The meeting has to be held within thirty (30) days after the demand for the meeting has been delivered to an Executive Board member.

#### 14 § Annual Meeting

The annual meeting of the association covers at least the following matters:

1. Opening the meeting
2. Organising the meeting
3. Legality and quorum of the meeting
4. Standing order of the meeting
5. Presentation of financial statement, annual report and auditors' statements
6. Confirming the financial statement
7. Granting a discharge from liability to the Executive Board and other accountable persons
8. The plan of action for the following term of office made by the Executive Board
9. The budget planned by the Executive Board for the current term of office
10. The amount of joining and membership fees
11. Due date of paying membership fees
12. Other matters mentioned in the notification for meeting
13. Closure of the meeting

#### 15 § Election Meeting

The election meeting of the association covers at least the following matters:

1. Opening the meeting
2. Organising the meeting
3. Legality and quorum of the meeting
4. Standing order of the meeting
5. Appointing the Chair for the Executive Board for the following term of office
6. Appointing the other members of the Executive Board for the following term of office
7. Appointing the association officials for the following term of office
8. Appointing two (2) auditors and their 1. and 2. deputies for the following term of office
9. Other matters mentioned in the notification for meeting
10. Closure of the meeting

#### 16 § Rights at the General Meetings



Every member has speech rights and the right to be present at the General Meetings and regular members have the right to vote. Every regular member has one vote. One cannot vote by proxy.

A person who is not a member can be granted speech rights and the right to be present if the meeting decides so.

## 17 § Decision-making

The decision of association is the opinion which has been supported with over half of the given votes unless otherwise ordered in these rules. When equal in number, the Chair of the meeting has the casting vote, in elections however, a lottery is performed.

## 18 § Calling the General Meetings

The notification for the General Meeting has to mention the time and place of the meeting, as well as the matters covered in the meeting. The notification must be published on the official notice board and the e-mail list of the association and on the TKY official notice board at least one (1) week before the meeting, however, outside the TKY lecture periods, at least two (2) weeks before the meeting.

## 19 § Legality and Quorum

A meeting is legal and has a quorum if it is called according to the Association Act and these rules.

## 20 § Covered Matters

A meeting covers the matters mentioned in the notification for meeting. A meeting can also cover a matter which a meeting has declared urgent with at least five-sixth (5/6) majority.

Only the General Meeting can decide on changing the association rules, signing over or mortgaging property or signing over other remarkable property, appointing or expelling the Executive Board, a member of it or an auditor, voting or election orders, confirming the financial statement or granting a discharge from liability or dissolving the association. The decision on these or other significant matters cannot be made if it has not been mentioned in the notification for meeting.

In case a member wants to have a matter covered in the meeting, one must announce it in writing to the Executive Board early enough to be included in the notification for meeting.

## Chapter 4

### The Executive Board

#### 21 § Executive Board

The Executive Board looks after the association's matters. The Executive Board is composed of the Chair, Vice-Chair, Treasurer, Secretary and from one to seven (1–7) other members. Only the regular members are eligible to become the Executive Board's Chair. At least half of the Executive Board members have to be regular members of the association.

The term of office for the Executive Board is a calendar year.

The Chair calls the Executive Board meetings and leads discussions. The Executive Board appoints the Vice-Chair amongst it. The Vice-Chair attends to the Chair's tasks when s/he is prevented or disqualified.



The Secretary shall take the minutes of the association and the Executive Board meetings, maintain the membership register and look after the archives.

## 22 § Duties of Executive Board

The duties of Executive Board include:

1. to carefully look after the association matters
2. to represent the association
3. to draft proposals for the plan of action, budget, annual report and the financial statement
4. to prepare the matters which come up in the General Meetings and execute the decisions made in the meetings
5. to care for association finances and property
6. to decide on the acceptance of members, except for honorary members
7. to supervise the action of committees and officials and to interfere if needed and
8. to call General Meetings when necessary

## 23 § Executive Board Meetings

The Executive Board gathers upon the invitation of the Chair, or if s/he is prevented, upon the invitation of the Vice-Chair, when they find it necessary or when at least half of the Executive Board members demand so.

The Executive Board has a quorum if the meeting has been notified of in the manner decided by the Executive Board and when at least half of its members, including the Chair and the Vice-Chair are present. Voting is solved by the majority vote. When equal in number, the Chair of the meeting has the casting vote, in elections however, a lottery is performed.

## 24 § Signing on Behalf of the Association

Signing on behalf of the association is done by both the Chair and the Vice-Chair, or either one of them together with another Executive Board member.

## Chapter 5 Officials and Committees

### 25 § Appointment, Term of Office, and Participating in Activity

The General Meeting and the Executive Board can appoint committees or officials for specific matters. In these cases, the term of office has to be defined. Also a person in charge of a committee must be defined. The term of office of a committee appointed by the Executive Board can not exceed the term of office of the Executive Board.

### 26 § Expulsion of Elected Official or Official

The General Meeting can dismiss an elected official, official or committee, for a justifiable reason during the term of office, in which case the dismissal has to be mentioned in the notification for meeting. The Executive Board can only dismiss an official or committee which it has appointed.

## Chapter 6 Administration and Finances

### 27 § Term of Office and Accounting Period

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



## 28 § Auditors

The Executive Board has to deliver the financial statement with the required documents, the minutes of association and the Executive Board meetings and the annual report to the auditors at the latest three (3) weeks before the annual meeting.

Auditors have to give a written statement to the Executive Board which is addressed to the annual meeting of the auditing of the Executive Board and accounts at the latest two (2) weeks before the annual meeting.

## Chapter 7 Specific Orders

### 29 § Association Symbols and Labels

The General Meeting decides on the association symbols, labels and location of the official notice board.

### 30 § Complaining about the Decisions of Association

If the decision made by the association has not been created in appropriate order or if it is otherwise against the Law or the association rules, a member of the association, the Executive Board or its member can sue the association to annul the decision. A person who has contributed to the decision-making has no right to require the action for annulment.

### 31 § Changing the Rules

Changes to these rules can be made if the proposed alteration has been accepted with at least three-quarters (3/4) majority of votes in two (2) successive General Meetings which have had at least fourteen (14) days between them. The main items on the proposed alteration have to be mentioned in the notification for meeting.

The proposal for alteration can be made by the Executive Board or it can be made in writing to the Executive Board by a minimum of one tenth (1/10) of regular members. The proposed alteration must be handled at the next General Meeting.

### 32 § Dissolution of the Association

The association is dissolved if the General Meeting decides to do so with a minimum of three-quarters (3/4) majority of the votes in two (2) successive General Meetings which have had at least thirty (30) days between them.

When the association is dissolved or becomes dismantled, its funds are transferred to the TKY to be used according to the 2 § in these rules or if this is not possible, then for supporting the TKY activity.

### 33 § Matters Not Defined in the Rules

In addition to these rules, the Association Act, the Accounting Act and the Auditing Act are followed in the association activity.

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These rules have been accepted in General Meetings on xx.xx.xxxx and xx.xx.xxxx, (at the National Board of Patents and Registration on xx.xx.xxxx) and they have been considered at the TKY Representative Council meeting on xx.xx.xxxx.