\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ry

Club name

**STATUTES**

**Section 1 Name, domicile, founding date and language**

The name of the association is xxxx ry.

The domicile of the association is the city/municipality of xxxx.

In these statutes, the association is referred to as ‘club’.

The operating area of the club is \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Section 2 Purpose of the club**

 The purpose of the club is to promote sports and exercise as well as related civic activities in the operating area of the club, so that everyone has the opportunity to exercise and participate in health-enhancing physical activity, competitive sports and high-performance sports or related club activities in accordance with their needs and abilities.

**Section 3 Implementing the purpose**

 **The club implements its purpose:**

1 By offering:

* exercise and health-enhancing physical activities
* competitive sports
* instruction, practice and coaching activities
* information and public relations
* education

2 By having a wide influence in matters related to exercise, sports and associations in its own field.

3 Carrying out publishing activities

 In order to support its activities, the club may:

1. accept subsidies, donations and wills, own movable and immovable property required for its activities, and acquire funds by organising entertainments and dance events, collections of money and goods, as well as raffles and bingo games
2. carry out business activities that are of little value financially or directly related to implementing its purpose

**Section 4 Membership of the club in other associations**

 The memberships of the club in other associations are decided by the general meeting.

 The club and the club members commit to complying with the statutes of the organisations of which the club is a member.

**Section** **5 Members of the club**

 The board of directors can accept a person who commits to following the statutes and decisions of the club as a member of the club.

 The board of directors can accept persons who are 18 years of age or older as ordinary members of the club. The board of directors can accept persons who are under 18 years of age as junior members of the club.

 Upon a proposal by the board, the general meeting can invite a person who has promoted the activities of the club in an especially important manner to become an honorary member of the club.

 The general meeting can invite a person who has acted as a chairperson of the club with merit to become an honorary chairperson.

 The board of directors of the club can accept a person or an incorporated society that supports the activities of the club by paying an annual or a one-time supporting membership fee as a supporting member.

**Section 6** The club and its members commit to submitting to the authority of the Sport Arbitration Board (‘Urheilun oikeusturvalautakunta’) and to complying with its decisions.

**Section 7 Resigning from the club**

 A member has the right to resign from the club by notifying the board of directors or its chairperson about it in writing or by giving notice of the resignation at the general meeting for entry in the meeting minutes. The resignation is considered to take place immediately after notice has been given, but the resigning member is obliged to pay any fees or other obligations required by these statutes until the end of the current calendar year.

**Section 8 Expelling a member due to unpaid membership fees**

 A member is considered to have resigned if said member has neglected to pay a membership fee that fell due six months ago.

**Section 9 Expelling a member and other disciplinary actions**

Members of the club commit to complying with:

* the statutes of the club and other regulations and decisions issued based on them
* the statutes of the organisations of which the club is a member, and other regulations and decisions issued based on them
* the ethical principles of sports
* the currently valid national and international anti-doping regulations, the anti-doping regulations of the international sport association, as well as the anti-doping regulations of the International Olympic Committee
* the regulations prohibiting the manipulation of competition results and events

 A member of the club or a party involved in the club activities that has committed to these statutes in writing may be punished.

 The following are punishable:

* acting in a manner that meets the grounds of expulsion mentioned in the Finnish Associations Act in its constituent elements
* activities that are against these statutes or other regulations and decisions issued under them
* activities that are against the statutes of the organisations of which the club is a member, or other regulations and decisions issued under them
* being guilty of a doping offence
* acting against the purpose of the club
* damaging the reputation of the club during club activities or outside the club
* violating the ethical principles of exercise and sports
* committing an offence during club activities or outside the club, if the party is sentenced to a conditional or unconditional sentence of imprisonment

Violations of the ethical principles of exercise and sports include:

- the use of drugs or doping substances or promoting their use

- disorderly conduct in public under the influence of alcohol or narcotics during club activities or outside the club

- combining the use of tobacco or tobacco products with sports events

- inappropriate behaviour during competition or training

- violence, foul language and inappropriate criticism

- cheating at sports, such as manipulating the competition area or equipment

- manipulating the competition results or events or attempting to do so

- betting on one’s own competition either personally or via an assistant

- illegal advertising

- sexual and gender-based harassment in all its forms, regardless of whether the act results in a penal sanction or not

- racist behaviour in the club or outside it

- bribery

A warning, fine, restriction of membership rights for a fixed period, suspension, prohibition of participating in club activities, or expulsion from the club may be imposed as punishments.

 The board of directors decides on expulsion and other disciplinary actions and the punishments imposed in connection with them. The party in question must always be heard before making the decision.

 Upon the proposal of the board of directors, the general meeting can decide to transfer the disciplinary authority to a separate disciplinary body and approve of separate regulations for that body.

A decision on expulsion or discipline shall enter into force immediately, and the party in question is considered to have become aware of it five days after the decision has been sent to said party in a registered letter. The party may also be verifiably notified of the decision by other means, in which case the party has become aware of the decision at the time of notification.

 The expelled person or the object of a disciplinary decision does not have the right to reclaim any payments made to the club.

 Doping offences and sanctions imposed on a club member in connection with them have been stipulated in the anti-doping regulations mentioned above.

 If it is suspected that the statutes and regulations of the Federation or other parent organisation have been violated, these organisations have the primary disciplinary authority. The club must take the disciplinary decisions of these organisations into account in their own disciplinary procedure.

**Section 10 Entrance and membership fees**

 The annual autumn meeting of the club makes the decision on the amount of entrance and membership fees charged from ordinary and junior members as well as the supporting membership fees. No fees are charged from honorary members or the honorary chairperson.

 The entrance and membership fees may be different for different member groups.

**Section 11 Ordinary and extraordinary general meetings**

 The club holds two ordinary meetings annually, of which the spring meeting is held between February and April and the autumn meeting between October and December. The board of directors determines the place and exact time of the meeting.

 The invitation to an ordinary or extraordinary general meeting must be published at least 14 days before the meeting on the club’s web page or by sending a meeting invitation to the e-mail address provided by the member.

**Section 12 Spring and autumn meetings**

 **Issues discussed at the spring meeting**

1 Opening the meeting

2 Appointing the following for the meeting

a) chairperson

b) secretary

c) two examiners of the minutes

d) vote tellers

3 Confirming the presence of members eligible to vote

1. Confirming the legality and quorum of the meeting
2. Presenting the annual report and financial statements drawn up by the board of directors in addition to the statement of the auditors or the operations inspection report provided by the operations inspector
3. Making a decision on confirming the financial statements and discharging the board of directors and other liable parties from liability for the accounts

7 Discussing other issues mentioned in the meeting invitation

8 Concluding the meeting

**Issues discussed at the autumn meeting**

1 Opening the meeting

2 Appointing the following for the meeting

a) chairperson

b) secretary

c) two examiners of the minutes

d) vote tellers

3 Confirming the presence of members eligible to vote

4 Confirming the legality and quorum of the meeting

5 If necessary, deciding which types of sports and exercise are included in the club’s programme during the coming term

6 If necessary, making a decision on the membership of the club in other organisations and associations

7 Confirming the amount of entrance, membership and supporting membership fees

8 Confirming the budget and action plan

9 Electing the chairperson of the board of directors every other year

1. Electing other members of the board of directors to replace the resigning members

11 Electing one auditor or operations inspector as well as a deputy auditor or deputy operations inspector

12 If necessary, making a decision on the representatives of the club in those organisations and associations in which the club is a member

13 Discussing other issues mentioned in the meeting invitation

14 Concluding the meeting

 A written proposal on any issues that members of the club want to discuss at the spring or autumn meeting must be submitted to the board of directors at least 30 days before the meeting.

**Section 13 Extraordinary club meeting**

 An extraordinary meeting of the club is held when the board of directors considers it necessary, if the general meeting decides on it, or if at least one tenth of the club members eligible to vote have submitted a written proposal on it to the board due to a specific issue. The issue, due to which the meeting was summoned, must be mentioned in the invitation to an extraordinary meeting.

 An extraordinary meeting must be held within two months at the latest from the time when the members submitted a proposal to hold the meeting in the manner described above.

**Section 14 Minutes**

 Minutes of the meetings of the club, its board of directors, sections and committees shall be kept. The minutes of the meeting of the club and the board of directors shall be signed by the chairperson and the secretary of the meetings.

 The minutes of the meetings of the board of directors, sections and committees are examined either immediately or at the following meeting.

**Section 15 Voting**

In factual matters, the motion supported by more than one half of the votes cast shall be the motion to be carried by the meeting. Those who received the most votes in an election shall be elected (relative majority). If only one person is elected, however, more than one half of the votes cast is required for that person to be elected (absolute majority). In the case of a tie in factual matters, the motion supported by the chairperson of the meeting shall be the motion to be carried, while elections shall be decided by lot. At all meetings, voting is carried out by using closed ballots upon request.

 Each ordinary member and junior member fifteen years of age or older who has paid their entrance fee and membership fee by the time of the meeting as well as each honorary member and the honorary chairperson has one vote. Supporting members are not eligible to vote. Voting by proxy is not allowed.

**Section 16 Club administration**

 The activities and finances of the club are managed by a board of directors, which consists of a chairperson elected for two years of activity, as well as 4–8 members elected for two years of activity. One half of the members of the board of directors resign every year. At the first time, the resigning half is selected by lot.

Both men and women are elected for the board of directors, unless there are special reasons to do otherwise.

 The board of directors appoints a deputy chairperson from amongst themselves. In addition, the board of directors appoints a secretary, a treasurer and other necessary officials, who may also be appointed from outside the board of directors.

 The board of directors meets at the call of the chairperson or, if the chairperson is prevented, the deputy chairperson when they consider it necessary, or when one half of the members of the board of directors demands it in writing.

 The board of directors constitutes a quorum when the chairperson, or the deputy chairperson if the chairperson is prevented, as well as at least one half of the board members are present.

 The board of directors is tasked especially with

1 Implementing the decisions of the general meeting

2 Leading and developing the activities of the club

3 Appointing the necessary sections, committees and working groups as well as their chairpersons

4 Summoning and preparing for the general meeting

5 Being responsible for the club’s finances

6 Maintaining a list of members

7 Drawing up the financial statements and the annual report of the club

8 Drawing up the action plan and budget for the next year of activity

9 Taking care of the club’s public information activities

10 Approving and expelling members as well as making the decision on disciplinary actions on members

11 Appointing and dismissing the club’s hired officials as well as agreeing on their benefits

12 Making the decision on granting the club’s distinctions and proposing other medals and decorations

13 Taking other measures required by the best interest of the club

14 Handing over the accounts to the auditors or the operations inspector to be examined at least one month before the spring meeting.

**Section 17 Financial year**

 The year of activity and financial year of the club is the calendar year.

**Section 18 Persons entitled to sign for the club**

 Either the chairperson or the deputy chairperson together with the secretary or other official or member of the board of directors appointed by the board of directors sign for the club. The persons entitled to sign for the club must be of age.

**Section 19 Sections and teams**

 The sections or teams of the club can make decisions on their own internal activities; however, the board of directors of the club shall confirm any legal acts they carry out.

The board of directors decides on the financial administration of the club and its sections or teams. In principle, funds collected in the name of the association by those involved in the activities of a section, a team or the club belong to the association. The board of directors decides how these funds are used.

**Section 20 Amending the statutes**

 The general meeting shall make the decision to amend these statutes with a majority of at least three quarters of the votes cast. The meeting invitation must mention the amendment to the statutes.

**Section 21 Dissolving the club**

 The general meeting shall make the decision to dissolve the club with a majority of at least three quarters of the votes cast. The meeting invitation must mention the dissolution of the club separately.

**Section 22 Assigning the assets of the club**

 If the decision to dissolve the club has been made, its assets must be assigned to a purpose that promotes physical education in the club’s operating area in accordance with the decision of the meeting that made the decision to dissolve the club. Parties appointed by the meeting shall act as liquidators.

 A notification on the dissolution of the cub must be submitted to the Finnish Register of Associations.

**Section 23 Membership rights acquired**

 Any membership rights acquired shall remain valid.