Model rules for sports clubs, 3.5. 2023 for the Register of Associations

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

Name of the club

OPERATIONAL RULES

1 § Name, domicile, date of establishment and language

The name of the association is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ry.

The domicile of the association is xxxx city/municipality.

In these rules, the association will be referred to as the club.

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

2 § The purpose of the club

The purpose of the club is to promote physical exercise and sports and civic activity related thereto in the operating region of the club in a way that everyone has an opportunity to pursue and to participate in fitness training, health-enhancing physical activity, competitive sports and top-level sports and to participate in club activities related thereto according to their conditions and needs.

3 § Fulfilling the purpose

The club fulfils its purpose by:

1. offering:

- fitness and health-enhancing physical activities

- competitive sports

- day, club, guidance, training and coaching activities

- information services and public relations

- education.

1. influencing widely the physical exercise, sports and association matters in its own region.

3 practicing publishing activities.

To promote its activities the club may:

- receive financial support, donations and testaments, own movable and immovable property required for its operation and obtain funds by organizing entertainment and dance events, collections of goods, fund-raisings, raffles and bingo activities.

- conduct business directly related to the fulfilment of the club’s purpose or business that is of little economic value.

4 § Membership of the club in other associations

The meeting of the association shall decide the memberships of the club in other associations.

The club and the members of the club shall commit to follow the rules of the associations the club is a member of.

5 § Members of the club

As a member of the club, the board can accept a person who accepts to be bound by the rules and decisions of the club.

As a full member, the club can only accept persons who are not less than 18 years of age. As a junior member, the club can accept persons who are less than 18 years of age.

As an honorary member, the club’s meeting can, by the board’s suggestion, invite a person, who has promoted the club’s activities in a very significant manner.

As an honorary chairperson, the club’s meeting can invite a person who has acted as the club’s chairperson in a meritorious manner.

As a supporting member, the club’s board can accept a person or an incorporated society supporting the club’s activities by paying an annual or a one-off supporting members’ membership fee.

6 § Commitment to ethical principles and to the jurisdiction of the sports arbitration board and the ethical issues disciplinary board

The club and the members of the club commit to:

- the sustainability programme for the sports community and the fair play principles

- the jurisdiction of the sports arbitration board set by the Finnish Olympic Committee and the sports community’s joint ethical violations disciplinary board

- the disciplinary provisions of the sports sector pertaining to serious inappropriate behaviour and severe ethical violations

- follow the decisions of the above-mentioned sports arbitration board and the disciplinary board

7 § Resignation from the club

The member has the right to resign from the club by giving a notice in writing to the board or its chairperson or by announcing the resignation at the club’s meeting in order to record the resignation in the minutes. The resignation shall be deemed to have happened immediately after the notice has been given, but the resigning member shall be obliged to pay their membership fee up to the end of the current calendar year and to discharge their financial duties pertaining to the club’s activities according to the club’s principles of operation.

8 § Expulsion of members due to unpaid membership fee

A member shall be deemed as resigned if they have not paid their membership fee that was due over six months ago.

9 § Expulsion of members and other disciplinary measures

The member of the club accepts to be bound by:

- the club’s rules and other provisions and decisions adopted pursuant thereto

- the rules and other provisions and decisions adopted pursuant thereto of the organizations whose member the club is

- ethical principles for the sports society

- the latest international and national anti-doping legislation and the anti-doping legislation of the international sporting federation and the anti-doping legislation of the International Olympic Committee

- provisions pertaining to the prohibition of competition results and events manipulation

Members of the club or persons involved in the club’s activities and persons acceded to these rules are deemed as punishable.

Acts regarded as punishable are:

- behaving in a way that satisfies the criteria of grounds for dismissal specified in the law of associations

- actions against these rules and other provisions and decisions adopted pursuant thereto

- actions against the rules and other provisions and decisions adopted pursuant thereto of the organizations whose member the club is

- violation of anti-doping rules

- acting against the purpose of the club

- harming the reputation of the club in connection of the club’s activities or elsewhere

- violation of sports ethical principles

- committing a crime in connection of the club’s activities or elsewhere, if the offender has been given a suspended or non-suspended prison sentence

Violation of sports ethical principles include:

- using drugs and doping substances or promoting the use thereof

- disturbing appearance under the influence of alcohol or drugs in public in connection to the club’s activities or elsewhere

- connecting the use of cigarettes and tobacco products with sports

- inappropriate behaviour during competition and training

- violence, indecent language and inappropriate criticism

- cheating in sports, such as manipulation of the competition facilities or equipment

- manipulation of the competition results and events or the attempt thereof

- betting in one’s own competition either by themselves or through a representative

- illegal advertising

- sexual and gender-based harassment in all its forms, regardless of whether the act leads to a criminal penalty

- racist behaviour in the club or elsewhere

- bribery.

A warning, fine, temporary limitation of membership rights, suspension, prohibition of activities from the club or expulsion from the club may be imposed as penalty.

The board shall decide upon the expulsion and other disciplinary measures and the penalty imposed in connection thereof. The interested party shall be consulted before making the decision.

The meeting of the club can, by the board’s suggestion, decide to transfer the disciplinary power to a separate disciplinary body and to accept own rules for this body.

The expulsion and the disciplinary decision shall enter into force right away and it is deemed to have reached the interested party five days after the decision has been sent to them as a registered letter. The decision can be notified evidentially by other means, which means that the decision has come to the interested party’s knowledge at the time when this was notified.

The dismissed person and the object of the disciplinary decision has no right to claim back payments made to the club.

Doping violations and the sanctions given to the member by the club are defined in the above-mentioned anti-doping legislation.

In case the rules and provisions of the sporting federation or another umbrella organization are suspected to have been breached, these organizations shall have the primary disciplinary power. If the issue is a matter of the sports community’s joint ethical violations disciplinary board, the disciplinary matter shall be handled in the disciplinary board in question. The club shall take the decisions made in the other body into account in their own disciplinary measures.

10 § Entrance and membership fees

The club’s autumn meeting shall decide annually the amount of the entrance and membership fees collected from full members and junior members and the amount of the supporting members’ fee. No fees shall be collected from the honorary members or the honorary chairperson.

Entrance and membership fees can vary between the member groups.

11 § Ordinary and extraordinary meetings of the club

The club shall hold two ordinary meetings annually; the spring meeting shall be held between February to April and the autumn meeting from October to December. The place and the exact time shall be given by the board. The meeting of the club can be held entirely without the meeting place as a remote meeting.

The invitation to the club’s ordinary and to the extraordinary meeting shall be published at least 14 days before the meeting on the club’s website or by sending out the invitation to the meeting to the members’ registered email address.

The prerequisite for participating in the ordinary and the extraordinary meeting is a registration to the meeting before the deadline mentioned in the invitation. If the member reports to participate in the meeting through telecommunications or by technological means, the member shall be bound by this way of participation after the deadline.

12 § The spring and autumn meeting

Agenda for the spring meeting

1 The meeting shall be opened

2 For the meeting, the following roles shall be selected

a) the chairperson

b) the secretary

c) two examiners of the minutes

d) the vote counters

3 The members present entitled to vote shall be verified

4 The legality and the quorum of the meeting shall be verified

5 The annual report and the year-end fiscal statements compiled by the board and the opinions given by the auditors or the audit report given by the performance auditor shall be presented

6 The verification of the year-end fiscal statements and the discharge to the board and other accountables shall be decided upon

7 Other matters mentioned in the invitation to the meeting shall be discussed

8 The meeting shall be adjourned

The agenda for the autumn meeting

1 The meeting shall be opened

2 For the meeting, the following roles shall be selected

a) the chairperson

b) the secretary

c) two examiners of the minutes

d) the vote counters

3 The members present entitled to vote shall be verified

4 The legality and the quorum of the meeting shall be verified

5 If necessary, it shall be decided upon, which sports are in the programme of the club during the following term

6 If necessary, the membership of the club in other organizations and communities shall be decided upon

7 The amount of the entrance and the membership feed and the supporting members’ fees shall be verified

8 The action plan and the budget shall be verified

9 The chairperson of the board shall be selected every two years

10 Other board members shall be selected to replace outgoing members

11 An auditor or a performance auditor and a deputy auditor or a deputy performance auditor shall be selected

12 If necessary, representatives for the club shall be decided for organizations and communities whose member the club is

13 Other matters mentioned in the invitation to the meeting shall be discussed

14 The meeting shall be adjourned

The matters the club’s members desire to have discussed in the spring meeting or in the autumn meeting shall be presented to the board in writing at least 30 days before the meeting.

13 § Extraordinary meeting of the club

An extraordinary meeting of the club shall be held when the board considers it necessary, when the club’s meeting so decides or when at least one-tenth of the club’s members entitled to vote have for a specific matter made a presentation to the board in writing. In the invitation to the extraordinary meeting, the matter, for which the meeting has been convened, shall be mentioned.

The extraordinary meeting shall be held within two months from when the members have left a presentation in the above-mentioned manner.

14 § Minutes

Minutes shall be kept in the meetings of the club, its divisions and its committees. The minutes of the club’s and the board’s meetings shall be signed by the chairpersons and the secretaries of the meetings.

The minutes of the board, the divisions and the committees shall be audited immediately or in the next meeting.

15 § Vote

The decision of the meeting shall be the opinion which was endorsed by over half of the votes. In the elections, those endorsed by the most votes shall be elected (relative majority). However, if there is only one person in the elections, in order to be elected, over half of the votes shall be needed (absolute majority). In the event of a tie, on substantive issues, the chairperson’s position shall be decisive, and in the case of elections, lots shall be drawn. In every meeting, the vote shall be conducted as a secret ballot, provided this is required.

Every full member or junior member at least 15 years of age who has paid their entrance fee and their membership fee by the time of the meeting and every honorary member and the honorary chairperson shall have one vote. The supporting members shall not have the right to vote. Proxy voting shall not be allowed.

16 § The administration of the club

The activities and the economy of the club shall be conducted by the board, which consists of a chairperson elected for two years of activity and 4–8 members elected for two years of activity. Half of the board members shall be outgoing on an annual basis. For the first time, half shall be leaving by drawing lots.

The board shall consist of people of different sexes, ages and backgrounds; people who represent the members in a diversified manner.

The board shall select a vice chairman among their members.

The board shall meet of the invitation of the chairperson, or when they are prevented from attending, of the invitation of the vice chairperson, when they consider it necessary or when half of the board members demand it in writing.

The quorum for the holding of the board meeting shall be constituted when the chairperson, or when they are prevented from attending, the vice chairperson and at least half of the members are present.

The board shall in particular

1 implement the decisions of the club’s meeting

2 conduct and develop the activities of the club

3 select the necessary divisions, committees and work groups and the chairpersons thereof

4 convene and prepare the club’s meeting

5 manage the club’s budget

6 keep a list of members

7 draw up the club’s year-end fiscal statements and the annual report

8 draw up an action and a financial plan for the next year of activity

9 manage the communication actions

10 accept and dismiss members and to decide upon disciplinary measures concerning the members

11 select and to dismiss the hired functionaries and to decide upon their benefits

12 decide upon the admission of badges of merit and the proposal of other badges of honour

13 take other measures required by the interest of the club

14 hand over the accounts to the auditor or the performance auditor for audit at least a month prior to the spring meeting

17 § Accounting year

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

18 § Signatories

The club’s signatories are either the chairperson or the vice chairperson together with the secretary or another board member assigned by the board or a functionary. The signatories must be at least 18 years old.

19 § Divisions and teams

The divisions and the teams of the club can decide upon their internal activities in a way that the board of the club shall verify their legal acts.

The financial administration of the club and its divisions or teams shall be decided upon by the board. The funds raised in the name of the association in connection to the activities of the division, the team and the club are primarily the association’s funds. The board shall decide upon the use of these funds.

20 § Amendments to the rules

Amendments to these rules shall be decided by the club’s meeting by at least a three-quarters majority of the votes. The invitation to the meeting shall include a statement of amending the rules.

21 § Dissolution of the club

The dissolution of the club shall be decided upon by the club’s meeting by at least a three-quarters majority of the votes. The invitation to the meeting shall include a statement of the dissolution of the club.

22 § Disposal of the club’s assets

If the dissolution of the club has been agreed on, the club’s funds shall be transferred to any purpose in the club’s operating region promoting physical education according to the dissolution decision made by the meeting. Persons selected by the meeting shall act as the administration of the estate.

The dissolution of the club shall be registered in the Register of Associations.

23 § Gained membership rights

The gained membership rights shall preserve.