

TEMPLATE OF BYLAWS FOR A MUNICIPAL-SPECIFIC PARENTS' ASSOCIATION

1. Name and domicile of the association

The name of the association is _____ ry and its domicile is _____ (municipality).

2. Purpose of the Association

The purpose of the Association is to

- Improve the capacity and cooperation of the parents and the parents' associations of the municipality mentioned under Section 1 in influencing the educational environment of the children
- Promote cooperation related to education, the sense of community, and the wellbeing of children
- Promote the inclusion of the parents' views with regard to questions related to schooling and education.

3. Activity of the Association

To achieve its purpose, the Association

- Organizes meetings, discussions, and training events
- Makes proposals and initiatives and contacts the authorities to effect necessary changes
- Provides information on matters related to teaching and education as well as the operation of the parents' associations
- Maintains contact with the educational administration, other authorities, and municipal decision-makers
- Cooperates with parties that work for the benefit of children and youths
- Monitors the municipal decision-making and participates in the promotion of the wellbeing of the children and youths within its area of operation.

The Association is a member of Suomen Vanhempainliitto ry.

The Association operates in a politically and religiously independent manner.

4. Members

The registered parents' associations of the municipal education communities (schools, nursery schools, and educational institutions) mentioned under Section 1 and private persons of full age who accept the purpose and bylaws of the Association may be admitted as full members of the Association.

Honorary membership can be granted based on a proposal of the Board in the General Meeting of the Association to a person who has considerably promoted or supported the activities of the Association.

Private persons or associations with legal capacity who wish to support the purpose and operation of the Association may be admitted as supporting members of the Association. Supporting members have the right to speak at and attend the meetings of the Association.

New members are approved by the Board.

At the meetings of the Association, the representative of a registered association that is a full member of the Association has seven (7) votes and a private individual member has one (1) vote. An honorary member has one (1) vote. Supporting members will not have a right to vote.

5. Resignation or Removal of a Member

The members are allowed to resign from the Association by notifying the Board or its Chair in writing, or by announcing their resignation in a meeting of the Association to have it entered into the minutes of the meeting. The Board may remove a member from the Association if the member has neglected the payment of a membership fee that has become due or otherwise neglected the obligations they have assumed by becoming a member of the Association or has caused considerable detriment to the Association with their actions within or outside of the Association or no longer meets the terms of membership provided for by law or the bylaws of the Association.

6. Funding the Operation

The Association may fund its operations by public donations, collecting membership fees, and organizing functions, raffles, jumble sales, and other similar fund-raising events having acquired the appropriate licenses. The Association may accept subsidies, donations, and legacies.

7. Membership Fee

Decisions regarding the membership fees collected from the members of the Association are made by the Annual General Meeting. The membership fee is due for payment within the period specified by the Board. The amount of the membership fee may be different for member associations, individual members, and supporting members. Honorary members do not pay a membership fee.

8. Annual General Meeting

The Annual General Meeting of the Association is held no later than March and includes the following matters:

1. Establishing the legality of the meeting.
2. Electing the chair for the meeting and a secretary as well as two surveyors of the minutes, and two polling officers.
3. Presentation of the Association's annual report, financial statements, and the statement of the operations inspector for the previous operating and accounting period.
4. Confirmation of the account closing balance and granting discharge of liability to the Board members and other officials or deciding on measures necessitated by the governance of the Association.
5. Election of the Chair of the Board.
6. Election of members of the Board to replace retiring members.
7. Election of one operations inspector and a substitute operations inspector to review the finances and governance for the current operating period.
8. Confirming the membership fees.
9. Ratification of the budget for the current operational period.
10. Ratification of the operational plan for current operational period.
11. Deciding on the publication used to potentially provide notification of a meeting of the Association.
12. Other matters as specified in the invitation to the meeting.

9. Remote Participation

It may be decided by the Board of the Association or at a meeting that participation in a meeting by mail or using a data connection or other technical equipment during or after the meeting is also allowed. The Board will provide a notification of this in the invitation to the meeting. For remote participation, the Association must have a voting and election order approved at a meeting of the Association.

10. Summoning a Meeting of the Association

Invitation to the meeting of the Association must be sent in writing or by email to each member to the address provided by the member at least fourteen days before the meeting or a notification of the meeting must be published in a publication decided at the Annual General Meeting also at least fourteen days before the meeting.

11. Extraordinary Meeting of the Association

An extraordinary meeting of the Association will be held when the Board deems it necessary, a meeting of the Association so decides or when at least one tenth (1/10) of the voting membership request in writing that a meeting is held to discuss a specific matter.

12. Board

The affairs and activities of the Association are managed by the Board, which consists of the Chair and 4–10 other members as well as 0–4 deputy members elected at the Annual General Meeting. The Annual General Meeting elects the Chair for a term of two years.

The other members of the Board, who are preferably elected from different member associations, are elected for two years with half of the members retiring each year. In the first year, the retiring members of the Board are decided by drawing lots.

The term of office for the Board is the time period between General Meetings. The Board elects a Vice Chair from among its members. The secretary, treasurer, and other necessary officials may be elected among or outside the members of the Board.

The Board is quorate when at least one half of its members, including the Chair or Vice Chair, are present.

The Board of the Association may establish commissions and committees for separately specified duties, who are accountable to the Board.

13. Signing on Behalf of the Association

The signatories of the Association are the Chair and the Vice Chair together, or either one of them together with the secretary, treasurer or another official designated by the Board.

14. Accounting Period of the Association

The accounting period of the Association is between January 1 and December 31. The financial statements and the annual report must be presented to the operations inspector for review at least one month before the Annual General Meeting. The operations inspector must present a written report on their inspection of the Association's accounts and governance to the Board in good time, however a minimum of 2 weeks before the Annual General Meeting.

15. Change of Bylaws and Dissolution of the Association

Decisions to amend the bylaws of the Association must be made at a meeting of the Association with a minimum of $\frac{3}{4}$ majority vote. Decisions to dissolve the Association must be made at two meetings of the Association held a minimum of two months apart with a $\frac{3}{4}$ majority vote.

On dissolution, the assets of the Association will be used to benefit the children and youths of the municipality mentioned under Section 1 in a manner decided by the final meeting deciding on the dissolution Association.

Preliminary review performed on January 24, 2020

SUOMEN VANHEMPAINLIITTO
