

# TEMPLATE OF BYLAWS FOR A MUNICIPAL-SPECIFIC PARENTS' ASSOCIATION

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## 1. Name and Domicile

The name of the Association is \_\_\_\_\_ ry and its domicile is \_\_\_\_\_ (municipality).

## 2. Purpose of the Association

The purpose of the Association is to

- reinforce the activities of the parents and parents' associations in the municipality mentioned under Section 1 and the operating conditions in which they influence the learning and growth environment of children and youth.
- promote educational cooperation, communality and the well-being of children and youth.
- bring out parents' views on issues and decision-making regarding education and upbringing.

## 3. Activities of the Association

To achieve its purpose, the Association

- organizes meetings and discussion and training events.
- submits proposals and initiatives and contacts the authorities to bring about the necessary changes.
- provides information on matters related to teaching and upbringing and the activities of parents' associations.
- maintains relations with the educational administration, other authorities and municipal decision-makers.
- works in cooperation with parties working for the benefit of children and youth.
- monitors municipal decision-making and participates in promoting the well-being of children and youth in its area of operation.
- facilitates the building of networks between parents' associations in the region.

The Association is a member of the Finnish Parents' League (Suomen Vanhempainliitto ry). The Association is politically and religiously non-aligned.

## 4. Members

Registered parents' associations of the educational communities (schools, nursery schools and educational institutions) of the municipality mentioned under Section 1 and private persons who are of age may become ordinary members of the Association provided that they accept the purpose and the bylaws of the Association.

A person who has considerably promoted or supported the activities of the Association may be invited on the proposal of the Board to become an honorary member in the General Meeting of the Association.

A private person or an incorporated society who wishes to support the purpose and activities of the Association may be accepted as a supporting member. Supporting members have the right to attend and speak at the meetings of the Association.

New members are approved by the Board. The Board decides the approval procedure of the members and the criteria for approval.

At the meetings of the Association, the representative of a registered association that is an ordinary member has seven (7) votes and a private individual member has one (1) vote. An honorary member has one (1) vote. Supporting members do not have voting rights.

## **5. Resignation and Dismissal of a Member**

Members have the right 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 be recorded in the minutes. The Board may dismiss a member from the Association if the member has neglected the payment of their overdue membership fee or has otherwise failed to fulfil the obligations they have agreed to by joining the Association, or if the member's actions within or outside the Association have caused considerable harm to the Association, or if the member no longer fulfils the membership criteria provided for by law or the bylaws of the Association.

## **6. Funding the Activities**

The Association may fund its activities by public financial aid, by collecting membership fees and by organizing e.g. events, raffles and fund-raisers, after obtaining the appropriate licence. The Association may accept donations and legacies.

## **7. Membership Fee**

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

## **8. Annual General Meeting**

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

1. Establish the legality of the meeting.
2. Elect the chair and secretary and two examiners of the minutes and two vote counters.
3. Present the Association's annual report, financial statements and the statement of the operations inspector for the previous period of operation and accounting period.
4. Confirm the financial statements for the previous accounting period and grant discharge of liability to the Board of the Association and other accountable persons or decide on the measures necessitated by the governance of the Association.
5. Elect the Chair of the Board.
6. Elect members of the Board to replace outgoing members.

7. Elect one operations inspector and a deputy operations inspector to inspect the accounts and governance for the current period of operation.
8. Confirm the amount of the membership fee.
9. Confirm the budget for the current period of operation.
10. Confirm the plan of operations for the current period of operation.
11. Discuss other matters stated in the invitation to the meeting.

## **9. Remote Participation**

The meeting or the Board of the Association may decide that the General Meeting of the Association may also be attended by mail or using a data communication link or other technical equipment during or before the meeting. The meeting or the Board of the Association may decide that the General Meeting of the Association will be held without a meeting place so that the members exercise their power of decision in real time using a data communication link and technical equipment during the meeting. The Board announces the participation options in the invitation to the meeting and provides instructions for participation.

## **10. Convening a Meeting of the Association**

The invitation to a meeting of the Association must be sent in writing or by electronic message to each member at least seven days before the meeting.

## **11. Extraordinary Meeting of the Association**

An extraordinary meeting of the Association is held whenever the Board of the Association so decides or the Board deems it appropriate or at least one tenth of the voting members of the Association request in writing that a meeting is held to discuss a specific matter.

## **12. Board**

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

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

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

The Board constitutes a quorum when at least half of its members, including the Chair or Vice Chair, are present.

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

### **13. Signing on Behalf of the Association**

The name of the Association may be signed by the Chair and Vice Chair of the Board together, or either of them together with the secretary, the treasurer or another official designated by the Board.

### **14. Accounting Period of the Association**

The period of operation and accounting period of the Association is 1 January – 31 December. 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 inspector must present a written report of their review of the accounts and governance of the Association to the Board of the Association in good time, at least 2 weeks before the Annual General Meeting.

### **15. Amendment of Bylaws and Dissolution of the Association**

A decision to amend the bylaws of the Association must be made at a meeting of the Association by a majority of at least 3/4 of the votes cast. Dissolution of the Association must be decided at two meetings of the Association, held at least two months apart, by a 3/4 majority vote.

On dissolution, the assets of the Association will be used to benefit the children and youth in the municipality mentioned under Section 1 in the manner decided at the final meeting that made the dissolution decision.

Preliminary check performed on 26 May 2023

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2023/765673Y

**SUOMEN VANHEMPAINLIITTO – FINNISH PARENTS' LEAGUE**

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