SECTION 1 NAME AND DOMICILE

The name of the Association is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, its unofficial abbreviation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it is based in \_\_\_\_\_\_\_\_\_\_.

SECTION 2 PURPOSE AND OPERATIONS

The purpose of the Association is to promote the social, legal, cultural and professional and employment-related interests of its members.

In order to realise its purpose, the Association:

* supports its members in securing and developing their employment-related legal, social and monetary benefits and represents its members in contract negotiations concern-ing these benefits.
* disseminates information and practices research and education activities concerning professional matters and the labour market;
* strives for local cooperation with other staff groups and negotiates with the employer on salary issues and other employment-related matters together with these groups;
* maintains contact with those labour market organisations that its members belong to, keeps these organisations informed of matters related to negotiations concerning employment contracts and changes to these contracts and provides the organisa-tions with advance information on matters that may have significance for them;
* maintains contact with other relevant parties in order to promote its purpose:
* notifies labour market organisations that its members belong to of possible problems with employment relationships in the profession that the association has not been able to rectify on its own;
* performs duties assigned by those labour market organisations that its members belong to as much as it is able (duties such as collecting salary statistics, survey data, etc.);
* may use industrial action to reach its goals.

The Association is the corporate association of The Federation of Professional and Managerial Staff YTN (Ylemmät Toimihenkilöt YTN Ry).

The Association may form regional or profession-specific unregistered branches whose rules need to be approved by the Board of the Association.

The Association raises funds with membership fees.

To support its operations, the Association may organise events, accept donations, grants and tes-taments, own real property that is necessary for its operations, own stocks and organ-ise raffles and fund-raisers with the appropriate permits from the authorities.

The Association is not party political in its operations.

The Association may be a member of organisations that serve its purposes.

SECTION 3 MEMBERS OF THE ASSOCIATION

On application, the Board of the Association may accept as a member a person who be-longs to an AKAVA or YTN union and works for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or its successor, subsidiary or associated company and

- who works as a specialist or in a managerial position or

- who has completed a polytechnic or university degree.

SECTION 4 TERMINATION OF MEMBERSHIP AND MEMBER EXPULSION

A member has the right to terminate their membership of the Association by notifying the Board or its Chair of the matter in writing, or by having their resignation be noted in the minutes of an Association meeting. The Board may expel a member from the As-sociation if the member in question has failed to pay their expired membership fee or has otherwise failed to fulfil the obligations that they committed to by joining the Asso-ciation, or if the person has acted in a manner that significantly harms the Association either in Association functions or outside of them, or if the person no longer meets the requirements for membership defined in legislation or the rules of the Association.

If a person resigns from the service of a company intended in Section 3, they may remain a member of the Association until the end of the resignation year, after which they are considered to have resigned.

If a person is terminated from the service of a company intended in Section 3, the Board must look into the matter on request and ensure that the interests of the member in question have been taken into account appropriately. In this event the person remains a mem-ber of the Association until their matter is resolved. If the member does not request the Board to look into the matter, the member is considered as resigned at the end of the termination year.

SECTION 5 THE RIGHTS AND RESPONSIBILITIES OF A MEMBER

A member is obligated to adhere to the rules of the Association.

When joining the Association, or whenever the Board so decides, the member must provide the Association with information on which union they belong to as well as any personal or statistical information or other information that the Association needs for its opera-tions.

The member is obligated to notify the Association if their professional situation or email or mailing address changes.

SECTION 6 MEMBERSHIP FEE

The size of the annual membership fee that is charged from members is decided at the Association's annual meeting with due attention paid to the membership fees of the As-sociation's other organisations.

The membership fee is collected by means decided by the Board.

For a special reason and of the Board's initiative, the Association's meeting may decide to charge an additional membership fee from members to support the Association's operations.

SECTION 7 EXEMPTION FROM PAYMENT

On request, the Board may grant a member an exemption from paying the membership fee because of financial trouble, being temporarily laid off, illness, studies, family leave or military service for a maximum period of one year at a time.

SECTION 8 THE BOARD

The Association's affairs are handled by the Board, which consists of the Chair and at least two (max. \_\_\_\_\_) other regular members and \_\_\_\_\_ deputy members elected at the annual meeting. The Board serves for a term of one calendar year. The Board selects a Vice-Chair from among the Board members and a secretary, treasurer and other re-quired officials either from among the Board members or from elsewhere. The Board convenes on the call of its Chair or, if the Chair is not available, on the call of its Vice-Chair whenever they decide a meeting is necessary or when at least half of the Board members request it. The meeting of the Board is quorate when at least half of its mem-bers are present, the Chair or Vice-Chair among them. Votes are decided by a simple majority. When a vote is tied, the Chair's vote is the tiebreaker, however, with direct elections the tie is resolved by the drawing of lots.

SECTION 9 SIGNATORIES FOR THE ASSOCIATION

Two of the following people are required to sign the Association name: Chair of the Board, Vice-Chair, secretary or treasurer.

SECTION 10 ACCOUNTING PERIOD AND PERFORMANCE AUDITS

The Association's accounting period is one calendar year. The financial statement with the re-quired documentation and the Board's annual report must be submitted to the perfor-mance auditors one month before the annual meeting at the latest. The performance auditors must issue their written statement to the Board at least two weeks before the annual meeting.

SECTION 11 ASSOCIATION MEETINGS

Participation in Association meetings is also possible via mail or a telecommunications link or other technical tool, either during or prior to the meeting, if the Board or meeting so decides. The annual meeting of the Association is held on a date decided by the Board in January-May.

An extraordinary meeting is held when a meeting of the Association so decides, or when the Board deems that it is required or when at least one tenth (1/10) of the members who are entitled to vote petition the Board in writing to hold a meeting for a specific reason. This meeting must be held within 30 days of when the petition was presented to the Board. At Association meetings, each member has one vote. Unless otherwise de-creed in the rules, the opinion that is backed by over a half of the votes becomes the meeting's decision. When a vote is tied, the meeting's Chair's vote is the tiebreaker, however, with direct elections the tie is resolved by the drawing of lots.

SECTION 12 CONVENING OF ASSOCIATION MEETINGS

The Board must issue the call to meeting at least seven days before the meeting in the form of a written notification sent to the personal mailing address or email of members, or a written invitation distributed to workplaces and posted on their bulletin boards, or by sending an electronic invitation to all workplaces or by publishing a notification about the meeting on the Association's website.

SECTION 13 ANNUAL MEETING

The agenda of the Association's annual meeting is as follows:

1. Opening the meeting

2. Choosing a Chair, secretary, two examiners of the minutes and, if necessary, two vote counters.

3. Stating the legitimacy and quorum of the meeting

4. Approving the meeting's rules of procedure

5. Presenting the financial statement, annual report and statement from performance auditors

6. Decisions on the confirming of the financial statement and granting exemption from liability to the Board and other accountable parties

7. Confirming the plan of action, revenue and expenditure estimates and the size of the joining and membership fees

8. Electing the Chair and other members of the Board

9. Electing one or two performance auditors and deputy auditors

10. Processing of other matters listed on the meeting notice.

If a member wishes to have an issue discussed at the annual meeting, they must notify the Board of the matter in writing in good time so that it can be added to the meeting notice.

SECTION 14 CHANGES TO RULES AND DISSOLVING THE ASSOCIATION

Decisions to change the rules of the Association or to dissolve the Association must be made at an Association meeting with at least a three fourths (3/4) vote majority. The meeting notice must mention the changing of rules or dissolving of the Association. In the event that the Association dissolves, the Association's funds will be used to promote the purpose of the Association by means decided on at the meeting where the decision to dissolve the Association is made.