



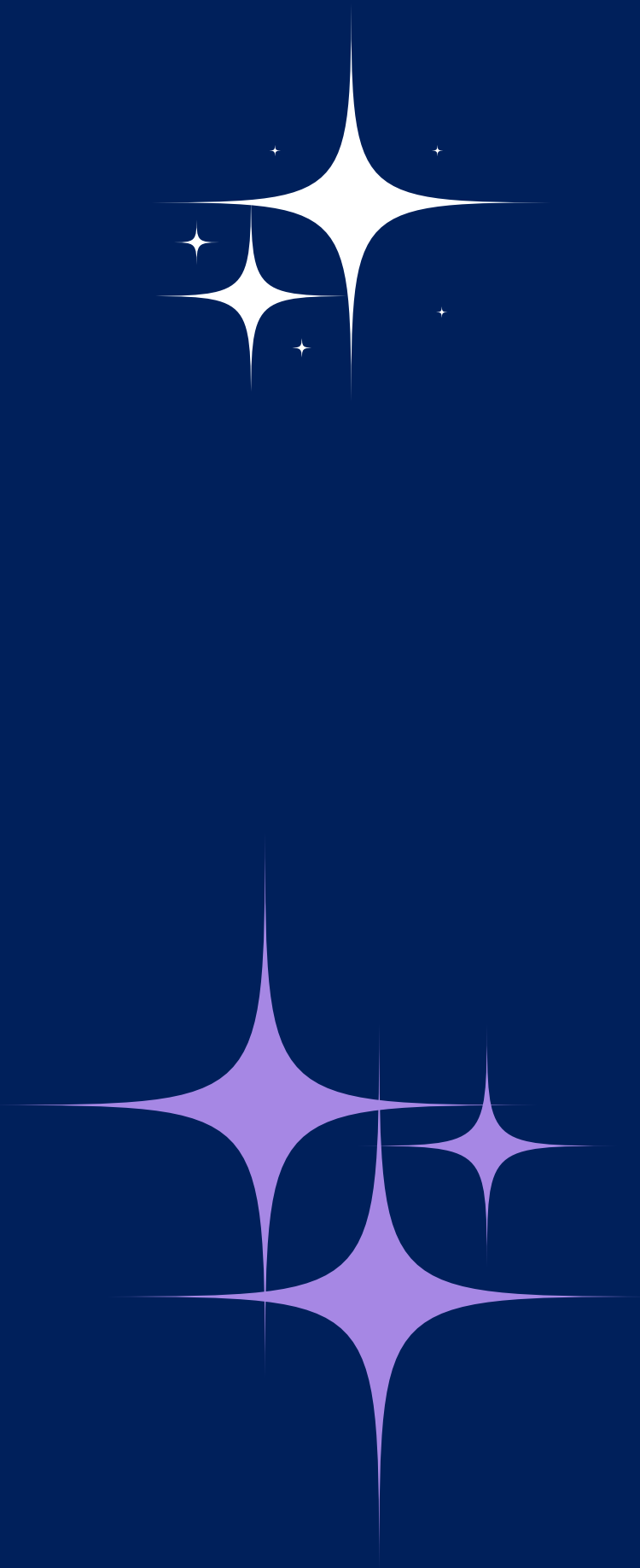
**THE DIGITAL**  
**ASSOCIATION COURSE**

**2026**



*C* **COURSE 2** *D*

**THE ANNUAL  
MEETING**



**Know them!**  
**On eBas, read them thoroughly**  
**Especially before the annual meeting!!!**

**Can be changed**  
**during the annual**  
**meeting** **With a proposal/motion**

# THE STATUTES

**Must always**  
**be followed!**  
**Decisions that go against the**  
**statutes are invalid!**

**What do the statutes say?**  
**Everything important for the association, they are the ground-**  
**rules. Everything from the annual meeting, the board and it's**  
**roles, members etc...**

# WHAT IS THE ANNUAL MEETING?



✦ *The association's highest decision-making body*

✦ *Held (at least) once a year*

✦ *Choose a new board and auditor*

✦ *Go through and present the previous year for the association – activities and economy*





# BEFORE THE ANNUAL MEETING

*There are some important things to keep in mind before the association's annual meeting!*



STATUTES

THE NOTICE

THE ELECTION COMMITTEE


DOCUMENTS

THE AGENDA



# DURING THE ANNUAL MEETING

It is important that the annual meeting is conducted correctly and democratically during the meeting.



The annual meeting is opened by the association's president

Then you choose the **meeting officials**:

## MEETING CHAIR

Speaks during the meeting, presents each point and reviews the decisions



## MEETING SECRETARY

notes all decisions made, everything important that is discussed

## MINUTES ADJUSTER

Checks the minutes to make sure everything is correct, that the meeting secretary has included everything.

These must sign the minutes after the annual meeting.





# DURING THE ANNUAL MEETING

These matters must be decided upon at an annual meeting.

Check your statutes for specific terms and other must-have matters!

Check your statutes if you need to elect one, and if so how many

## Documents

THE ANNUAL REPORT

THE FINANCIAL REPORT

THE AUDITOR'S REPORT

These must be approved and established during the meeting

## The board

PRESIDENT

AT LEAST 2 OTHER BOARD MEMBERS

Could be more, check your statutes!

AUDITOR

Might also need a deputy auditor, check your statutes and follow them!

THE ELECTION COMMITTEE



# AFTER THE ANNUAL MEETING

There are also some important things to do after the annual meeting!



**SIGN THE MINUTES**

**REPORT IN EBAS**

**CONSTITUENT BOARD MEETING**

**ANNUAL MEETING REPORT**  
In eBas

# **EXTRAORDINARY ANNUAL MEETING**

**Sometimes an extra  
annual meeting may  
be needed, here's how  
it works!**



**For example, if the auditor does not have time to complete his audit report in time for the annual meeting, or if someone new is to be elected to the board in the middle of the term. For example, the president may have to resign in the middle, and then someone else must be elected.**

**The extraordinary annual meeting otherwise functions exactly like the annual meeting. The statutes state more precisely how you prepare for the meeting.**