

# Statutes for [Member's Association]

Adopted at the constituent annual meeting [20XX-XX-XX] in [Place].

## 1 Foundations

§ 1.1 The association's name is [ACRONYM], which stands for [Astronomical Club for Rockets, Observations and New Young Meteors], below called the association.

§ 1.2 The association's purpose is to encourage the interest for astronomy and space among young people [in place / at school].

§ 1.3 The association is an independent non-profit organisation, a part of Sweden's youth space movement and shares its fundamental community and purpose. The association may be associated as a member association to a district and federation in the movement.

§ 1.4 The association is a non-partisan and religiously independent non-profit organisation. The activities should be characterized by a scientific approach.

§ 1.5 The associations operating and financial year follow the calendar year.

§ 1.6 The associations and the board seat is [place].

§1.7 These statutes are above any decisions made by the association's decision-making body. Decisions which contradict the statutes are invalid.

## 2 Members

§ 2.1 Membership in the association is granted through a written or electronic application. Membership in the association is voluntary and open to anyone who follows the association's statutes.

§ 2.2 The association shall keep a register of its members.

§ 2.3 Membership is valid for the calendar year it is subscribed to. To maintain membership after the end of the year, it must be actively renewed.

§ 2.4 The association shall provide the federations and districts with the information, including members' personal data, that is necessary for them to be able to carry out their activities.

### **3 Annual meeting**

§ 3.1 The annual meeting is the association's highest decision-making body.

§ 3.2 The annual meeting shall be held every year.

§ 3.3 At the annual meeting, all members and the association's elected representatives, have the right to attend, speak and make demands.

§ 3.4 Each member has one and only one vote. Voting by proxy is not permitted.

§ 3.5 The annual meeting is quorate if a written or electronic notice has been sent out to all members no later than two weeks before the annual meeting.

§ 3.6 Prior to the annual meeting, all members have the right to submit motions. Motions must be received by the board no later than one week before the annual meeting.

§ 3.7 The ordinary annual meeting shall deal with the following matters:

- Opening of the meeting
- Election of the meeting chair
- Election of the meeting secretary
- Election of the minutes adjuster
- Question whether the annual meeting has been announced in accordance with the statutes
- Establishment of the agenda
- Annual report for the previous operating year
- Annual report for the previous financial year
- Auditor's report for the previous financial year
- Decision on discharge of liability for the board of the association for the previous financial year
- Establishment of the operating plan for the coming year
- Consideration of received motions
- Election of the association president
- Establishment of the size of the board of the association
- Election of other board members

- Election of the auditor
- Other matters
- Closing of the meeting

§ 3.8 Decisions under the item *Other matters* may only be made with a majority of at least two-thirds.

§ 3.9 An extraordinary annual meeting shall be called if either:

- The board decides so
- The auditor requests so
- More than half of the members request so in writing

§ 3.10 An extraordinary annual meeting must be held no later than four weeks after the decision to hold an extraordinary annual meeting has been made or a valid request has been received.

§ 3.11 The extraordinary annual meeting may only decide on matters expressly stated in the notice.

## **4 Board**

§ 4.1 The board is elected by the annual meeting. Every member of the association is eligible to be elected to the board.

§ 4.2 The term of office for the board runs until the next ordinary annual meeting.

§ 4.3 In addition to the president, the board shall consist of at least two other board members, who are appointed by the annual meeting.

§ 4.4 The board may appoint a secretary and treasurer from among its board members and establish such additional functions as it deems necessary.

§ 4.5 The board has a quorum if all members of the board are summoned and more than half of the members of the board are present.

§ 4.6 The board's decision applies to the opinion supported by more than half of the board members present. In the event of a tie, the president has the casting vote.

§ 4.7 Minutes shall be kept of the board's decisions.

§ 4.8 The board is responsible for ensuring that the association's governing documents, minutes, administrative documents, membership registers and other documents essential to the operations are stored and archived in an orderly and reliable manner.

§ 4.9 The board may interpret these statutes and give instructions for their application during the current term of office. In the event of any ambiguity in connection with the annual meeting or extraordinary annual meeting, the meeting's decision on interpretation shall prevail over the board's interpretation.

## **5 Association signature**

§ 5.1 The association's name is signed by the board.

§ 5.2 The board may also appoint one or more persons as signatories, individually or jointly. The board may change or revoke such a decision at any time.

## **6 Auditors**

§ 6.1 The annual meeting shall elect an auditor. The auditor does not have to be a member of the association.

§ 6.2 The annual meeting may, if it so wishes, elect a deputy auditor. The deputy's task is to step in instead of the regular auditor if for some reason they are unable to complete their assignment.

§ 6.3 The auditor and any deputy auditor may not sit on the board, may not have sat on the board during the previous term of office, may not be related to anyone on the board, and may not otherwise be in conflict with the board.

§ 6.4 The auditor shall audit the association's accounts and the board's administration. The association shall provide the auditor with the time and facilities that the auditor considers necessary to be able to conduct their audit. The association shall provide the information and assistance requested by the auditor.

§ 6.5 It is the auditor's responsibility to prepare an audit report for the annual meeting. The audit report shall include a proposal for a resolution to discharge the members of the board from liability for the most recent financial year.

§ 6.6 The audit shall be conducted in accordance with generally accepted auditing standards.

## **7 Nominating committee**

§ 7.1 The annual meeting may, if it so wishes, appoint a nomination committee. Every member of the association is eligible to serve on the nomination committee.

§ 7.2 Members of the nomination committee may not be members of the board or auditors.

§ 7.3 The nomination committee shall make proposals for decisions on personnel elections before the next annual meeting.

§ 7.4 If no nomination committee is elected, the responsibility for nominating candidates passes to the members directly at the annual meeting.

## **8 Withdrawal & exclusion**

§ 8.1 Members who wish to resign from the association may do so by notifying the board.

§ 8.2 A member or elected representative who violates the association's statutes, damages the association's reputation, opposes its purpose or, in their actions, contravenes the democratic conditions stipulated in current legislation on state grants to children's and youth organizations, may be excluded and deprived of any positions of trust. Before a decision on exclusion is made, the person concerned shall be given written notice and the opportunity to express their opinion. Decisions on exclusion shall be motivated in writing and made by the board with at least a two-thirds majority. Auditors are not covered by this provision and may not be excluded or deprived of their positions by the board.

§ 8.3 The excluded person may request that the exclusion case be reviewed by the auditor as part of the management audit. If the auditor finds significant errors in the board's handling of the exclusion, the excluded person may request a review of the decision at the next regular annual meeting. Pending the annual meeting's decision, membership is suspended.

§ 8.4 An excluded member may only obtain new membership if the board approves

this.

## **9 Amendment of the statutes**

§ 9.1 Amendments to these statutes require a decision at the annual meeting with at least a two-thirds majority.

§ 9.2 Amendments to the statutes may only be made in matters that are explicitly stated in the notice or in matters that the general meeting unanimously decides to address.

§ 9.3 To amend the statutes in chapters 9 *Amendment of the statutes* or 10 *Dissolution*, the decision must be made at two consecutive annual meetings.

## **10 Dissolution**

§ 10.1 A decision to dissolve the association may only be made at two consecutive annual meetings, with at least a two-thirds majority on both occasions, or at a single annual meeting if the decision is unanimous.

§ 10.2 The question of dissolution may only be discussed if it has been explicitly stated in the notice of the annual meeting or if a unanimous meeting decides to raise the matter.

§ 10.3 If the association has not conducted any activities for at least one calendar year, has not held an annual meeting and has not had an active board, the members may call an annual meeting to decide on dissolution.

§ 10.4 The association's archives and historical documentation shall be transferred to the association for preservation upon dissolution.

§ 10.5 In the event of dissolution, the association's assets shall accrue to *Astronomisk Ungdoms Rymdsiftelse* (corporation no. 802482-6896).