

BYLAWS OF SUOMI-SAMBIA-SEURA RY (Registered 07.02.1977)

Name and domicile of the association

- 1 § The name of the association is Suomi-Sambia-seura. The domicile of the Association is Vantaa. (

Purpose and quality of activity

- 2 § The aim of the Association is to unite the free nations of Finland and Zambia and enhance peaceful interaction between the nations and the principle of friendship. It aims also to create possibility for civilised, social and international co-operation between the nationalities of Finland and Zambia and advance knowledge of the Zambian economic life and better the knowledge of the specific characters and acceptance of those people living in Finland and Zambia and further cultural- and educational activities for Zambia. The Association makes Zambia known in Finland and in other Northern countries and enhances travelling between the countries. The Association enhances development aid politics by creating positive attitudes towards dyadic development aid which takes into consideration the specific needs of both countries.
- 3 § In order to meet the purpose, the Association
- pursues information services in Finland and Zambia
 - organises presentation-, discussion-, exhibition- etc. happenings
 - brings together people and associations interested in the purposes of the association
 - gives out acknowledgement prizes and stipends for commendable people

Financial activities

- 4 § The Association has the right to receive donations and testaments, own property, and with the permission from the police organise social events, lottery and fundraising.

Members are to pay a yearly membership fee fixed in the annual meeting.

Members

- 5 § Primary membership of the Association can be applied by a private person, an association, a foundation or a cooperative registered in Finland, who accepts the objectives of the association. The board will accept the members with majority of at least $\frac{3}{4}$ of the given votes agrees with the decision in both of the meetings.

The board can approve support memberships for a private person or a registered association.

The board (kokous) can invite a specially commendable person who has acted for the good of the association as an honourable member.

Members and member associations' members have to be Finnish citizens.

- 6 § A member can resign from the Association by notifying the executive group or the chairman of the association in writing, or by asking the Association meeting to minute the request for resignation. The executive group can decide to expel a member in case the actions of the member are against the purpose or laws of the Association.

Meetings

- 7 § The annual meeting is held in February-March. Additional meetings will be held if the board decides so, or if at least one third of the members entitled to vote demands for it in written.

- 8 § The board has to summon the annual meeting and the association's additional meetings at least five days before the meeting in a local newspaper or in an invitation letter sent to the members.
- 9 § In the meetings every member who has paid their membership fee according to the decision made in the annual meeting has the right to speak and vote, except supporting and honorary members have only the right to speak. Member association just like a person has one vote. The vote of the member association will be used by the representative chosen by the member association. A decision made at the association meeting shall be the opinion supported by over half of the given votes, if not otherwise defined in these rules. In case the votes are tied the chairman's votes decides, apart from elections where the decision is made by casting lots.
- 10 § Agenda for the annual meeting of the association
1. choosing a chair, secretary and two minute checkers for the meeting,
 2. stating the meeting legal and competent for decision-making,
 3. presenting the annual report for preceding term of activity,
 4. presenting the account for the preceding term of activity and a statement of the accountants,
 5. the financial statement of the preceding term of activity is approved and a decision about discharging the board and other accountable from accountability should be made,
 6. choosing the chair, vice chair and secretary taking into consideration bylaw § 12,
 7. choosing other members to replace the members of the board who are in turn to resign,
 8. choosing two accountants and their deputies for the next term of activity,
 9. ratification of the plan of action of the association for the next term of activity,
 10. ratification of the budget of the association for the next term of activity,
 11. deciding the membership fee of the association,
 12. other issues, which have been given to the chair to be discussed in the annual meeting two weeks before the annual meeting.
- 11 § In an additional meeting issues mentioned in the meeting invitation will be dealt with and those issues a member has asked to be discussed in written four days before the meeting.

Executive Committee (board)

- 12 § The affairs and the activities of the Association are managed by a board called the executive committee. The board includes a chair, vice chair, secretary and a minimum of four and maximum of twelve members.

Chair, vice chair and secretary are chosen for a year at once and other members for four years so that $\frac{1}{4}$ of the members at once is in turn to resign. The first member to be in the turn to resign will be chosen by raffle.

The term of office starts immediately after the election meeting.

The board is quorate when the chair (or vice chair) and at least half of the board members are present.

- 13 § The board of the Association
1. accepts members to the association,
 2. takes care of register-announcements according to the law,
 3. plans the development of the association "kokouksen päätösten puitteissa",
 4. takes care of the property of the association,
 5. fulfils other tasks assigned to the board.

- 14 § The Chair

- 1. calls the board members for meetings,
 - 2. chairs the meeting apart from the annual meeting,
 - 3. takes care of the execution of the decisions of the board in co-operation with the secretary.
- Vice Chair
- 1. takes care of the chair's tasks when the chair is not present,
 - 2. fulfils other tasks assigned to him.
- Secretary
- 1. writes and files the minutes of the meetings,
 - 2. takes care of things concerning members and member register,
 - 3. takes care of making announcements to members,
 - 4. prepares the agenda for the meeting,
 - 5. fulfils other tasks assigned to him.
- Treasurer
- 1. takes payments to the association,
 - 2. pays bills according to the advice and appointments by the board,
 - 3. deposits the association's money and other property,
 - 4. pays the payments of the association on time,
 - 5. does the calendar year accounts and leaves them to the accountant by January at the latest.

The accountants of the Association

- 1. checks the accounts and property management and,
- 2. gives statement of the freedom of responsibility for the board for the decision-making ten days before the annual meeting, so that accountants will how ever have seven days to check the accounts.

General decrees

- 15 § The signatories for the association are the chairman, vice chairman and secretary always two people together, when it is a financial commitment, in other cases chair or vice chair together with the secretary.
- 16 § The board or someone they authorise takes responsibility and responds/represents (kantaa ja vastaa?) on behalf of the association.
- 17 § The decision on changing the rules can be made at the association meeting called for that purpose by the majority of at least $\frac{3}{4}$ of the given votes.
- 18 § If Suomi-Sambia-seura is annulled, its assets shall be given to the Finnish Red Cross.
- 19 § The decision to annul the association must be done in two meetings held at least three weeks apart. The meeting must be called upon like the annual meeting, where the majority of at least $\frac{3}{4}$ of the given votes agrees with the decision in both of the meetings.
- 20 § In other parts the association will follow the association law rules.

ANNUAL MEETING

Time 11.3.1985 16.30 HRS (in handwriting: rules registered 30.12.1986)

CHOOSING THE CHAIR, SECRETARY AND MINUTE CHECKER OF THE MEETING

Ilkka Vainio-Mattila was chosen as the chair, Kari Elonen as the secretary and Paavo Kärnä ja JHJ Vilpas.

STATING THE MEETING LEGAL AND COMPETENT FOR DECISION-MAKING

The meeting was stated legally brought together and competent for decision-making

CHANGING THE RULES 5 OF THE ASSOCIATION

It was unanimously decided that the rule §5 will be changed accordingly:

“Primary membership of the Association can be applied by a private person, an association, a foundation or a cooperative registered in Finland, who accept the objectives of the association. The board will accept the members with $\frac{3}{4}$ majority vote.

The board can approve support memberships for a private person or a registered association.

The board (kokous) can invite a specially commendable person who has acted for the good of the association as an honourable member.

1/3 of the members and member associations' members can be foreigners.”

Ilkka Vainio-Mattila Kari Elonen
Ilkka Vainio-Mattila Kari Elonen

The minutes have been checked and approved 22.3.1985

Paavo Kärnä JHJ Vilpas
Paavo Kärnä JHJ Vilpas

The following people approve the extract to be authentic

Kalervo Juurinen Kari Elonen