

Rules of the Association

The Delegates Council adopted these amendments to the rules on 12 December 2011.

I GENERAL ASPECTS

Section 1 - Name and domicile of the Association

The official name of the Association is Suomen Arkkitehtiliitto - Finlands Arkitektförbund ry. In these rules the Association is referred to as the Association. The unofficial abbreviation of the name is SAFA.

The domicile of the Association is Helsinki.

Section 2 - Purpose and activities of the Association

The purpose of the Association is to

- promote architecture as part of the creative Finnish culture and economy and to increase general interest in architecture
- support and encourage its members to pursue the architectural objectives that improve the human-environment relationship and community structures.

In order to achieve its purpose, the Association acts as the architects' professional link and promotes and secures the members' general and common professional conditions.

The Association offers its members continuing education, competitions, meetings, excursions, presentations and festive events etc. and interacts with other architectural, art and building organisations. The Association is also engaged in publishing activities, organizes exhibitions and provides work-related communication services and club activities.

Within the current legislation, the Association may also organize recreational activities for the members and their families.

Section 3 - The Association's right to accept and own property

The Association has the right to accept donations and wills and to own real and movable property.

Section 4 - Language of the Association

The languages of the Association are Finnish and Swedish. Minutes are written in Finnish.

Section 5 - Operating and accounting period of the Association

The operating and accounting period of the Association is a calendar year.

II MEMBERSHIP OF THE ASSOCIATION

Section 6 - Members of the Association

The Association has regular members, student members and honorary members.

A person applying for membership in SAFA as a regular member is required to have completed a five-year university degree and be a person of good standing.

Additionally, the applicant is required to

- 1) meet the requirements of the European Union Professional Qualifications Directive as regards architectural qualifications and any annexes required as supportive evidence.* or
- 2) show that they are licensed to exercise the profession of an architect in the country where they obtained their architectural qualification.

With regard architectural qualifications awarded abroad, the applicant needs to submit a statement on the equivalence of qualifications issued by a competent authority.

*2005/36/EC, Annex V.7. ARCHITECT.

Section 7 - Withdrawal of a member

Members have the right to withdraw from the Association by announcing the withdrawal in writing to the Executive Board or its chairman or having it entered into the minutes of the Delegates Council. The withdrawal will be deemed valid once it has been announced to the Executive Board or its chairman or the announcement has been entered into the minutes of the Delegates Council.

Section 8 - Expulsion of a member

A member who fails to follow the rules of the Association or the decisions made by the bodies of the Association or acts against the purpose of the Association may be expelled from the Association by the decision of the Executive Board on the motion of the Ethics Committee, or the member rights of such a member described in Section 12 may be suspended by the Ethics Committee for a pre-defined period of time up to two years.

A member who is affected by the decision described in subsection 1 and dissatisfied with the decision may express their dissatisfaction in writing to the Executive Board of the Association within two weeks of being served the decision. If dissatisfaction is not expressed by the above-mentioned time limit, the membership will be deemed to have ended or the member rights referred to in the foregoing subsection suspended as of the date of expiry of the period of time allowed for the expression of dissatisfaction.

If the member has expressed his or her dissatisfaction, the Executive Board shall refer the matter to the Delegates Council for resolution. If the Delegates Council does not overturn the Executive Board's decision, the membership will be deemed to have ended or the member rights referred to in Section 12 suspended.

A person deprived of membership by the decision of the Executive Board under subsection 1 may apply for the reinstatement of membership. Prior to any reinstatement, the Ethics Committee will evaluate and make a recommendation to the Executive Board as to whether the conduct leading to expulsion still constitutes a bar to membership in the Association.

Section 9 - Loss of membership

A member who has not paid their membership fee (including the interest) that was due a year earlier will be deemed to have withdrawn from the Association by the Board's decision.

Section 10 - Effects of the ending of membership on one's rights

A member who withdraws, is expelled or deemed to have withdrawn from the Association will also lose all their rights based on their membership. However, the member will be required to meet the possible obligations that have arisen before the membership ended.

If a member has an overdue membership fee when he/she withdraws from the Association, this must be paid before he/she can become a member again.

Section 11 - A member's general obligations

When working as an architect, the members are obliged to follow the Association's rules and the decisions by the bodies of the Association. The ethics committee may give a reprimand or a warning to a member who has failed to follow the Association's rules or code of ethics.

Section 12 - Membership fees and member rights

The members must pay the membership fee for each accounting period. The Delegates Council will decide on the amount and due date of the fee as well as the related benefits.

The autumn meeting of the Delegates Council has the right to decide on special grounds for an exemption or discount or authorize the Executive Board to do this, provided that the equality of the members is not violated. The Board has the right, if there is a valid reason, to exempt a retired or incapacitated member from the member fees for a fixed period or entirely. The Board may, based on a member's request, grant an extension to pay the membership if there is a valid reason.

A member who has not paid their membership fee, part of it or the interest after a reminder will not be entitled to receive the material included in the fee such as newspapers, member newsletters or other material.

A member who has not paid the membership fee or the interest within six months of the due date mentioned in subsection 1 or after the extension period granted by the Board on the basis of subsection 2 of this section will lose the following member rights until the overdue payments have been made:

1. right to vote in the election of the members of the Delegates Council
2. right to have their name included in the unofficial member lists published during the above-mentioned period

3. right to receive member discounts
4. right to take part in the meetings of the Association's bodies except as a member of the Delegates Council
5. right to take part in the Association's internal events and advocacy.

A member who has lost their member rights described in this section will not be entitled to a discount on the overdue payment.

Following a proposal by the ethics committee, the Board can for exceptional reasons and at the member's request restore the member rights described in subsection 4 before the overdue fees have been paid.

Section 13 - Honorary members

The Delegates Council can, following a unanimous proposal by the entire Board, invite a person who has remarkably promoted the Association's aims to become an honorary member. Inviting an honorary member requires that at least 4 out of 5 members of the Delegates Council present at the Delegates Council meeting are in favour of the proposal.

An honorary member will not be entitled to vote in the Delegates Council election or at the general meeting nor will he/she be entitled to the financial benefits given to the members by the Association. However, the honorary member will be entitled to receive the Association's periodicals free of charge. An honorary member will not have the obligations that apply to the full members.

If a full member of the Association is selected as an honorary member, it will not affect the member's rights or obligations in the Association, except that he/she will be exempt from the membership fees.

Section 14 - Student members

A person studying architecture may be accepted as a member entitled to participate in the activities of the Association.

A student who has completed a degree and meets the other membership requirements will become a full member by informing the Board of the Association. A student member is not entitled to use the abbreviation SAFA in connection with their name.

Student members are obliged to pay a student member fee. The autumn meeting of the Delegates Council will decide on the amount and due dates of the fee.

III BODIES OF THE ASSOCIATION

Delegates Council

Section 15 - Composition of the Delegates Council

The Delegates Council consists of 31 members who will be elected as described in Section 16.

If the membership of a Delegates Council member ends during his/her term, he/she will be replaced by the candidate who had the second highest comparative index in the same constituency Association or electoral alliance. If the membership of this person also ends during the term, he/she will be replaced by the candidate who had the next highest comparative index in the same constituency Association or electoral alliance and so on.

Section 16 - Election of the Delegates Council members

The Delegates Council is elected every three years in October or November through a direct proportional representation system in which each regular or student member who has been accepted as a member before the end of June prior to the election will have one vote.

In the election, regular members form the first constituency which will elect 28 members of the Delegates Council Student members form the second constituency which will elect 3 members.

The Delegates Council will adopt the election rules with more specific regulation regarding the election. The election rules must be based on the following principles:

1. A person eligible for election is a regular or student member of the Association who is entitled to take part in the election of the Delegates Council.

2. The Board should appoint an election committee with at least three members to hold the election and at least two of the members must be regular or student members of the Association and one must be a lawyer.
3. The election should follow a proportional electoral system referred to in the Finnish Associations Act.
4. A list of candidates can be appointed by a constituency association which consists of at least six (6) regular or student members of the Association who are entitled to take part in the election.
5. Two or more constituency Associations can unite to form an electoral alliance.
6. A member can only be a candidate for one constituency Association.
7. The election committee must be provided with the lists of candidates and other documents, including the candidate's written consent, at least five (5) weeks before the election.

Section 17 - Term of the Delegates Council

The term of the elected Delegates Council members will begin at the beginning of December following the election and continue for three years.

Section 18 - Convening the Delegates Council

The Delegates Council can be convened by the Executive Board or the Chairman of the Delegates Council.

The notice of a Delegates Council meeting must be sent at least three weeks before the meeting to each member of the council using the address they have given to the Association. The agenda and the related documents must be sent to the council members at least 10 days before the meeting.

If a council member informs the person convening the meeting in writing that he/she will be unable to attend a specific meeting, the person convening the meeting will then have to send a notice of the meeting to the candidate referred to in Section 15 to replace the member who is unable to attend.

At least six Delegates Council members or 1 out of 50 members of the Association entitled to vote has the right to request either the Board or the Chairman of the Delegates Council in writing to convene an extraordinary meeting to discuss a specifically defined matter. The Delegates Council must convene within two months of such a request. However, if a Delegates Council meeting is going to be held within this period for another reason, the notice of the meeting can state that the issue in question is to be discussed then.

Section 19 - Duties of the Delegates Council

The Delegates Council exercises the decision-making power within the Association.

A new Delegates Council will elect a chairman and a vice-chairman from among its members. During the election, the meeting will be chaired by the person who received the most votes in the election of the Delegates Council members. The Delegates Council will also select a secretary at the same time.

The duties of the Delegates Council are in particular to:

1. define the objectives of the Association
2. adopt the Association's operating and financial plan
3. control and monitor the Executive Board's activities
4. establish and dissolve the permanent committees working under the Board
5. validate the instructions concerning the Association's permanent bodies and members as well as the regional and subdivisions
6. determine the remuneration and daily allowance for the members of the Delegates Council and the Board as well as the committees appointed by them
7. decide on the amendments to the rules and on the dissolution of the Association, considering the provisions of Section 34
8. appoint, following the proposal by the election committee but not being bound by it, the chairman and two vice-chairmen of the Board, who will also serve as the chairmen of the Board's professional policy and architectural policy committees, as well as nine other Board members to these committees, the Association's auditors, the supervisor, the members of the ethics committee and election committee and representatives to the Building Information Foundation's assembly, the Museum of Finnish Architecture and other communities whose rules state that appointment of representatives should be done by the Delegates Council of the Finnish Association of Architects and there is no legal barrier preventing this.

The Delegates Council may appoint permanent or temporary committees to support its work.

Section 20 - Ordinary and extraordinary meetings of the Delegates Council

The spring meeting which is held annually in April or May:

1. presents the Board's report for the previous year, the auditor's and performance auditor's reports and adopts the financial statements

2. decides on the discharging of the Board members from liability
3. discusses other matters presented by the Board.

The autumn meeting which is held annually in December:

1. adopts the financial plan for the next operating period and decides on the amount of money given from the funds as grants and rewards
2. decides on the amount and due date of the membership fee and the possible grounds for exemption and discounts as well as the amount of the student member fee
3. appoints the Chairman of the Executive Board, who is referred to as the Chairman of the Association, two vice-chairmen, who are referred to as the Vice-Chairman of the Association, and nine other members for the following year.
4. appoints the members of the ethics committee and election committee for the following year
5. appoints an auditor and a performance auditor as well as a deputy auditor and a deputy performance auditor for the following year
6. discusses other matters presented by the Board.

Extraordinary meetings which are to be held when necessary:

1. discuss the matters included in the notice of the meeting.

If the Associations Act does not state otherwise, the Delegates Council can, by a two-thirds majority, decide to discuss a matter proposed by a member of the Board or the Delegates Council that was not included in the notice of the meeting.

Section 21 - Discussion of matters by the Delegates Council

The Delegates Council has a quorum when at least half of the members are present.

The meeting of the Delegates Council will be chaired by the vice-chairman of the council if the chairman is not present and if neither of them is present, the meeting will be chaired by a council member appointed by the meeting.

Section 22 - Decision-making procedures of the Delegates Council

Unless these rules state otherwise, the decision of the Delegates Council will be the opinion that is favoured by the majority of those voting. In the event of a tie, the chairman will have the casting vote.

When only one person is to be elected through an election, the candidate has to receive over half of the votes in order to be elected. If none of the candidates receive this many votes, a new election will be held among the three candidates who received the most votes. If none of the candidates receive over half of the votes, a new election will be held among the two candidates who received the most votes in the second election. The one who receives the most votes will be elected. In the event of a tie, the winner will be chosen by lot.

If more than one person is to be elected, each council member can vote for as many people as there are members to be elected. The candidate ranked first will get one vote, the candidate ranked second will get 1/2 vote, the candidate ranked third will get 1/3 vote and so on. The candidates who receive the most votes will be elected. If some candidates receive the same number of votes, the membership in the body will be resolved by lot.

Section 23 - Member vote

If required by the Executive Board or deemed necessary by the Delegates Council, an indicative member vote must be held before the Delegates Council makes its final decision in order to find out the opinion of all the members of the Association regarding the matter in question. The member vote must be held within 30 days of the Board's request.

The member vote must be held in accordance with Section 16 of these rules and the election rules confirmed on the basis of that section so that the vote will only concern two opposite proposals. The members' voting period, which must be at least 14 days from the date when the voting proposals were sent by letter, will be confirmed by the Delegates Council. If the Delegates Council or the Executive Board has not given voting instructions, they will be given by the election committee.

Section 24 - Member initiative

The members and student members of the Association have the opportunity to submit initiatives concerning the Association and its activities. Any initiative must be submitted in writing no later than 3 months before the next meeting of the Delegates Council which may review such an initiative if it is

endorsed by a minimum of ten regular or student members of the Association.

Executive Board

Section 25 - Board meetings and discussion of matters

The Executive Board can be convened by the chairman or if he/she is not available, by the vice-chairman. The Board must be convened if required by at least three board members.

The Board has a quorum when the chairman or the vice-chairman and at least five members are present.

The chairman and vice-chairman of the Delegates Council are entitled to take part in the board meetings but do not have the right to present proposals or vote.

The Board's decisions are made by a simple majority vote. In the event of a tie, the chairman will have the casting vote. However, if two or more people are to be elected to a specific body at the same time, the election will be held using a proportional representation system, following the procedure described in Section 22 where applicable.

Section 26 - Duties of the Executive Board

The duties of the Executive Board are in particular to:

1. act to achieve the purpose of the Association
2. represent the Association
3. convene the Delegates Council and the general meeting referred to in Section 34 of these rules and to prepare the issues to be discussed at the meetings
4. implement the decisions of the general meeting and the Delegates Council
5. appoint, following the election committee's proposal but not being bound by it, the members to the permanent committees established by the Delegates Council
6. keep a list of the members of the Association
7. manage the Association's finances and accounting
8. prepare the Association's annual and financial reports
9. prepare proposals for the Association's operating and financial plan
10. present to the Delegates Council a proposal as part of the financial plan regarding the amount of money given from the funds as grants and rewards
11. establish and dissolve temporary committees in accordance with the Association's operating and financial plan
12. appoint the staff for the Association.

The Executive Board may appoint temporary committees for the duties listed above.

Committees

Section 27 - Ethics committee

The ethics committee consists of a chairman and ten other members who are elected for one operating period of the Association at a time by the autumn meeting of the Delegates Council. A member cannot be elected more than three times in a row.

The purpose of the ethics committee is to control the activities of the Association's bodies and, if necessary, present proposals to the appointing body, present a proposal to the Executive Board regarding the expulsion of a member, decide on the loss of member rights, discuss collegiality issues, make statements about matters related to them, decide on the disciplinary actions against a member who violates the Association's rules or code of ethics and to provide the required statements to the Delegates Council and the Executive Board.

The ethics committee will convene whenever necessary or if requested by at least three committee members in writing to the chairman of the committee. A written notice of a meeting is sent by the chairman of the committee or if he/she is not available, by the oldest member of the committee.

The final decisions of the ethics committee will be sent as soon as possible, but no later than two week after the meeting, to the absent members of the committee and anyone else involved.

Section 28 - Election committee

The purpose of the election committee is to present proposals to the Delegates Council and the Executive Board regarding the people to be elected by the Delegates Council on the basis of Section 19, subsection

3, item 8 or by the Board on the basis of Section 25. The term of the committee is the same as the term of the Delegates Council. The number of members and deputy members, election criteria, convening, quorum, voting procedures etc. have been specified in the committee rules validated by the Delegates Council.

Section 29 - General regulations regarding the activities of the Association's bodies

If these rules or the guidelines issued on the basis of these rules do not state otherwise, the activities of the Association's bodies should comply with the following principles:

The bodies have a quorum when at least half of the members are present. Decisions are made by a simple majority vote. In the event of a tie, the chairman will have the casting vote.

The bodies are to be convened by the chairman. At least two members of a body are entitled to request a meeting to be held. The Executive Board of the Association is also entitled to convene the bodies.

If the chairman is unable to attend a meeting, it will be chaired by a member selected by the meeting. Minutes must be taken at the bodies' meetings and they should include the decisions made and they should be signed by the chairman of the meeting and the secretary. The minutes must be sent to the Executive Board of the Association without delay.

The minutes for a Delegates Council meeting must be scrutinized and approved by at least two members who were present at the meeting.

IV SPECIAL PROVISIONS

Section 30 - Travel and per diem allowance and meeting attendance remuneration

When attending a meeting outside of their place of residence, a member of the Association in a position of trust is entitled to travel and per diem allowance, unless the trip and the time used is deemed to be of minimal significance. The Executive Board will decide on the amount and payment of reimbursement in accordance with the criteria validated by the Delegates Council.

Elected officials who take part in the activities of the Association's bodies are entitled to meeting attendance remuneration as determined by the Delegates Council.

Section 31 - Staff of the Association

The Association has a secretary general and the required number of other staff.

Section 32 - Signing the name of the Association

The name of the Association may be signed by the chairman of the Association and the vice-chairmen of the Association as well as the officials appointed by the Board. There has to be two people signing the name of the Association. One of them has to be the chairman of the Association or one of the vice-chairmen.

Section 33 - Regional and subdivisions

The members can form non-registered regional divisions in their areas and each member or student member of the Association can belong to a division on the basis of their place of residence. In addition, the members and student members can form non-registered subdivisions that the members can join in accordance with the rules of the divisions.

The purpose and activities of the regional divisions and subdivisions should not conflict with the Association's rules or decisions or with the divisions' own rules. The regional and subdivisions must have their own rules that are to be validated by the Executive Board. The divisions may have their own officials.

The divisions should submit their annual reports to the Board in order for them to be added to the Association's annual report.

Section 34 - Amendments to the rules of the Association

A decision to amend the rules of the Association must be made at two consecutive Delegates Council meetings held at a minimum interval of two weeks. At least three fourths of the Delegates Council members present must be in favour of the decision at both meetings.

An issue concerning an amendment to the rules can be discussed at a Delegates Council meeting if the proposed amendment has been added to the agenda in the notice of the meeting.

Section 35 - Dissolution of the Association

A decision regarding the dissolution of the Association requires that at least three fourths of the members present at the Delegates Council meeting are in favour of the decision and that at least three fourths of the votes cast at the general meeting, held at the earliest two months and at the latest within six months of the council meeting, are in favour of the decision.

The members of the Association who are present and entitled to vote have the power of decision at the general meeting. At the general meeting a member of the Association can represent a maximum of 10 other members through authorization.

The general meeting is to be convened by the Executive Board. The notice of the general meeting is to be published at least two months before the meeting in the Association's magazine or sent by letter to each member using the address in the list of members.

The general meeting is chaired by the chairman of the Delegates Council or if he/she is not available, by the vice-chairman of the Delegates Council. If they are both unable to attend, the meeting will be chaired by a member of the Association who is entitled to vote and this person is to be elected by the meeting.

If the Association is dissolved or terminated, the assets of the Association shall be assigned to such an organization or foundation with legal capacity whose purpose corresponds to the purpose of the Association as much as possible. The Delegates Council will decide on the use of assets in accordance with the above-mentioned principles.