

Rules - Unofficial Translation

1§ Name, language and place of registration

The association's name is Otaniemen kaupunkiviljely-yhdistys ry. In Swedish the association's name is Otnäs stadsodlingsförening rf. In English, an unofficial translation Otaniemi Urban Gardening Association is used.

The official language of the association is Finnish. The language of meetings and notes is Finnish. Other languages can be used in discussions.

The association's place of registration is Espoo

2§ Purpose, functions and financing

Purpose of the association is:

- Promote and develop urban gardening among its members and other Aalto community members
- Guard its members' common interests
- Develop its members' common hobbies

To fulfill its purpose the association does:

- Rent land in Otaniemi and rents out gardening plots to its full members in non-profit manner
- Take care of buildings and equipment assigned to it

In addition, to fulfill its purpose the association can:

- Organize teaching and spread information
- Create proposals in Aalto community and to city of Espoo
- Organize meetings, gardening bees (talkoot), celebrations and other events
- Be a member in local and national gardening organizations

Toimintansa tukemiseksi yhdistys voi:

- Organize non-profit kiosk and cafe functions and help with purchasing gardening tools and supplies to its members
- Organize fundraising, lotteries and sales and can receive donations, financial aid and wills.
- Collect membership fees

3§ Members

Members are accepted by board of the association, with exception for honorary members. Honorary members are invited by a full meeting of the association based on proposal by board of the association.

The association may have the following kinds of members:

Full member

Full members of the association are people and legal entities which are staff or students of Aalto University, associations in AYY's association registry, or other people or legal entities in the Otaniemi area which have been accepted as association's members. A person who rents a plot from the association must be a full member of the association.

Honorary member

People, who have in an especially exceptional way developed and supported the association, may be invited to become honorary members of the association.

Supporting member

People and organizations which support the association's purpose can be accepted as supporting members.

Rights and duties of members

Full members have speaking and voting rights at the association's meetings. Each full member has one vote.

If a supporting or honorary members is not a full member of the association, they only have rights to be present and speak at the association's meetings.

Association's annual meeting decides on membership and joining fees.

Membership and joining fees are decided for each membership group separately.

Association's annual meeting also decides on plot rent prices and other possible fees required to keep the garden are functioning.

Payments required from members by rules must be paid each year by a date decided by the association's board.

Honorary members are relieved from all membership fees.

Ending membership and expulsion

A member can end their membership in the association by notifying the board of the association or its chairperson in writing, or at the association's meeting when it is added to the meeting minutes. Ending the memberships comes into effect on the day the notification is sent.

A member who ends their membership must pay all their payments due to the association, including membership fee and rent and other possible previously decided payments until the date their membership in the association ends.

The association may expel a member who has failed to pay the membership fee or other payments required by the rules, who has failed to fulfill other membership requirements, who has broken the rent contract between the association and the member, or who has otherwise done harm to the association.

The decision on expulsion of a member is made by the board of the association. The member in question has a right to apply the decision in the next association's full meeting, by sending a written appeal to the board within a month of getting notified about the expulsion.

A member who has been expelled has the same responsibilities than a member who has voluntarily ended their membership with the association.

4§ Board and other positions of trust

Board of the association consists of a chairperson and 2-10 additional members chosen at the association's annual meeting.

The board members must be full members of the association, or members of a legal entity (for example an association) which is a full member of the Otaniemi Urban Gardening Association. Only one member from each plot rented out by the association may be at the board at one time.

The board is chosen for a calendar year at a time. The board's task are:

- Be responsible of the association's functions, and handle and oversee association's finances
- Represent the association
- Decide on committees and sections of the associations and define their and their members' tasks.

The board chooses vice chairperson from the board members. The board also chooses from the board members or other people a secretary and treasurer, and other possible officials which they need.

The board meets on invitation by its chairperson, or if the chairperson is unavailable, the vice chairperson. The board must also hold a meeting if at least half of its members want to have a meeting for a meeting item specifically requested.

The board can make decisions if the chairperson or vice chairperson, and at least half of the rest of the board members are attending.

At board meetings decisions are done with a simple vote majority. In case of a tie, the vote of the chairperson decides the vote, except in case of elections, when the decision is made with a coin flip.

5§ Authority of writing signature of the association

The chairperson, vice chairperson and secretary of the association have the authority to sign the association's name. Two of them are always required for the signing.

6§ Accounts and auditing

Accounting period of the association is a calendar year.

The board must give their proposal of financial statements to the auditors at least three weeks before the association's annual meeting.

The auditors must give their opinion of the financial statements at least two weeks before the annual meeting.

7§ Invitations to the association's meetings

The board must send invitations to the association's meetings at least seven (7) days before the meeting by email and putting a notice on the plot area's notice board.

8§ Association's meetings

The association has two meetings during a calendar year. The association's Spring meeting is held in February-April, and its Autumn meeting is held in September-November. The board of the association decides the exact date.

An additional meeting can be held when the association's meeting decides so, the board seems it necessary, or when at least a tenth (1/10) of the association's members with voting rights ask for it from the association's board in writing with a specific reason to hold the meeting.

The association's decision is the opinion, which has been supported by more than half of the votes given. In case of a tie, elections will be decided by a coin flip or similar game of chance, otherwise the opinion supported by the chair of the meeting will become the decision.

The association's meetings can be attended remotely when so decided by the board of the association or the association's meeting.

9§ Agendas of annual meetings

Association's annual (Spring) meeting agenda consists of the following items:

1. Opening of the meeting
2. Choosing officials for the meeting: chairperson, secretary, two auditors of the minutes and two vote counters
3. Stating that the meeting was announced according to the association's rules and that the meeting has authority to make decisions
4. Accepting meeting agenda
5. Presenting the previous year's annual report, financial statement, and opinion of the auditors.
6. Decision on accepting the financial statement and giving freedom of responsibilities to last year's board and other officials with responsibilities.
7. Discussion on main themes for the next Summer season
8. Other items mentioned in the meeting invitation

Association's Fall meeting agenda consists of the following items:

1. Opening of the meeting
2. Choosing officials for the meeting: chairperson, secretary, two auditors of the minutes and two vote counters
3. Stating that the meeting was announced according to the association's rules and that the meeting has authority to make decisions
4. Accepting meeting agenda
5. Confirming the year's action plan, budget, joining and membership fees for different member groups, plot rents, and other fees set by the rules and how the fees must be paid.
6. Choosing chairperson of the board and other members of the board
7. Choosing two auditors and two backup auditors
8. Other items mentioned in the meeting invitation

If a member of the association wants to add items to the meeting agenda, they must inform the board in writing at least one month before the association's meeting.

10§ Changing the rules and disbanding the association

A decision to change the rules or dissolve the association must be made at a meeting of the association by a minimum majority of three quarters (3/4) of votes in favour of the proposal. Proposed rule changes or proposed dissolution of the organisation must be published in the invitation to the meeting.

In the case of dissolution of the organisation the remaining funds should first pay outstanding rent and other debts or liabilities. Any remaining funds should be allocated to one of the following to keep fulfilling Otaniemi Urban Gardening Association's purpose:

1. The Student Union AYY
2. An association in the 1st list of the Student Union AYY's association register or
3. The Teknologföreningen student nation or a foundation or fund whose purpose it is to support the operations of the Aalto community or its members.

In case it is found to be impossible to use the remaining assets of the association to keep fulfilling its purpose, the remaining assets will be used to support AYY's operations.