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## THE RULES AND REGULATIONS OF SUOMEN PUUNHOIDON YHDISTYS SPY RY

Approved at the annual general meeting of the association on March 6, 2009.

### 1 § NAME, REGISTERED PLACE OF BUSINESS AND AREA OF OPERATION OF THE ASSOCIATION

The name of the association is Suomen Puunhoidon Yhdistys SPY ry; in Swedish, Finland Trädvårdsförening rf. The unofficial English name of the association is Finnish Tree Care Association. Helsinki is the registered place of business for the association, and their area of operation covers all of Finland.

### 2 § PURPOSE AND TYPE OF OPERATION

The purpose of the association is to:

- act as a link between people and communities interested in tree care in built environments
- provide people and communities interested in trees and tree care with professional knowledge and skills
- provide expertise in issues concerning the preservation and management of trees in inhabited areas and built environments
- oversee the interests and rights of those responsible for tree care and affect the development of these interests and rights
- engage in international cooperation with the national organizations and associations of other countries, as well as with various international organizations
- increase the number of trees and improve the quality of tree care in inhabited areas
- cooperate with other communities in the landscape industry.

In order to fulfill their purpose, the association:

- through their members, organizes and maintains active cooperation among people and communities interested in trees and tree care
- educates professionals, students and other people in tree care
- communicates industry-related matters to the press and other media
- publishes professional literature in the field either independently or together with other organizations
- publishes the quality criteria of the EU or other parties in terms of matters concerning tree care
- organizes training events either independently or together with other industry-related parties
- actively cooperates with domestic parties in the landscape industry
- remains in active contact with foreign landscape industry parties.

To support their operation, the association:

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- can procure assets for their operation through donations, wills, fundraising, raffles and parties, as well as apply for subsidy, when necessary, from the state and municipalities, other organizations and private persons
  - may acquire or own such securities, property and real estate that is necessary to their operation, as well as engage in such wage-earning activity that is directly linked to fulfilling the purpose of the association or that is otherwise financially insignificant.

### **3 § MEMBERS**

People, incorporated associations and societies, who accept the purpose of the association, may be approved as regular members of the association.

Landscape and/or forestry companies with at least one employee who is an arborist by education may be approved as corporate members.

A private person or incorporated society, who wishes to support the purpose and operation of the association, may be approved as a supporting member.

People who study landscaping full time may be approved as student members.

Based on their applications, the board of the association will approve the regular members, supporting members, corporate members and student members.

During an association meeting, the board of the association may present a person who has promoted and supported the operation of the association to a significant extent to be invited as honorary chairman or honorary member.

### **4 § MEMBER RESIGNATIONS AND DISMISSALS**

Members have the right to resign from the association by notifying the board or the chairman in writing, or by stating the matter during an association meeting to be entered into the minutes.

The board may dismiss a member from the association in case the member has neglected to pay their matured membership fees, has otherwise neglected to fulfill the obligations they have committed themselves to when joining the association, their actions within or outside the association have resulted in serious harm to the association, or they no longer fulfill the terms of membership stated by law or the rules and regulations of the association.

The dismissed member has the right to appeal for the board ruling by delivering the matter in writing to be discussed in the association meeting within 30 days of having received the notice of dismissal.

## 5 § MEMBERSHIP FEES

The amount of the annual membership fees gathered from regular members, supporting members, corporate members and student members will be determined in the annual general meeting. Honorary chairmen, honorary members, board members and other officials appointed by the board will not pay membership fees during their term of office. In terms of membership fees, pensioners, the unemployed and conscripts are considered student members.

## 6 § BOARD

The board acts as the executive body of the association; the board consists of a chairman, deputy chairman and six (6) members, all elected in the annual general meeting.

The term of office for the chairman and the deputy chairman is two (2) years. The term of office for other board members is two (2) years, nevertheless so that each year, first by lot and then each in turn, half of the board members resign. The number of consecutive terms is limited to three (3) terms of office. The board will elect the secretary and other necessary officials from among their members or from outside the board, as well as appoint necessary committees and work groups.

In case a board member resigns or is dismissed before their term of office has ended, the association meeting can elect a new member to replace them for the remaining duration of the term.

The chairman or, in case the chairman is indisposed, the deputy chairman will summon the board to a meeting when they see the need for the meeting or when at least half of the board members require that a meeting be organized.

The board is competent when at least half of the members, including the chairman or the deputy chairman, are present. Votes are decided by a simple majority. In case the votes are tied, the vote of the chairman will decide. However, in case of elections, ties are determined by lot.

The board is responsible for the use of the assets and property of the association.

## 7 § SIGNING FOR THE ASSOCIATION

Together, or individually with a person appointed by the board, the chairman and the deputy chairman of the board have the right to sign for the association.

The board may assign an official of the association with a right to sign for the association alone.

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## 8 § FINANCIAL YEAR AND AUDITING

The financial year of the association is the calendar year.

The annual accounts, and the necessary documents and annual report of the board, must be delivered to the auditors at the latest three weeks prior to the annual general meeting. The auditors must deliver their written statement to the board at least two weeks prior to the annual general meeting.

## 9 § ASSOCIATION MEETINGS

The annual general meeting of the association is organized every year between January and May, on a date determined by the board.

Extraordinary meeting is organized when the association meeting thus decides, or the board considers it necessary, or when at least 1/10 of the association members entitled to vote have asked the board in writing to summon the meeting in order to discuss a specifically determined subject. The meeting must be held within thirty days of presenting the request to the board.

In the association meetings, each regular member, corporate member, student member, honorary member and honorary chairman has one vote. Supporting members have the right to be present and to speak in the meetings.

Unless otherwise stated in the rules and regulations, the ruling given by the association meeting is based on the opinion which has received at least half of all given votes. Votes are decided on a simple majority of votes. In case the votes are tied, the vote of the chairman will decide. However, in case of elections, ties are determined by lot.

## 10 § SUMMONING AN ASSOCIATION MEETING

The board must summon the association meetings via letters sent to members at the latest seven (7) days prior to the meeting.

Board meetings are summoned in writing or via e-mail at the latest seven (7) days prior to the meeting. In urgent cases, the board may be summoned via telephone. In addition, the place and time of the next meeting may be agreed in the previous meeting.

## 11 § ANNUAL GENERAL MEETING

Matters discussed in the annual general meeting of the association:

1. Chairman's opening remarks
2. Chairman, secretary, two minute-checkers and, if necessary, two counters of votes to the meeting are elected
3. The legality and competence of the meeting is established

4. The standing orders of the meeting are approved
5. The annual accounts, annual report and statement from the auditors are presented
6. Decisions on the verification of the annual accounts and on discharging the board and other liable people from liability for the accounts are made
7. Plan of action is confirmed
8. Budget is confirmed
9. The amounts of membership fees for the year are confirmed
10. Every other year, a chairman and a deputy chairman of the board are elected
11. Other members are elected to replace those whose turn it is to resign
12. One or two auditors, and their deputy auditors, are chosen for the calendar year
13. Other matters stated in the summons to the meeting are discussed
14. Closing the meeting

In case a member of the association wishes to have a certain matter discussed in the annual general meeting, they must notify the board of the matter in writing one month before the meeting.

## **12 § ALTERING THE RULES AND REGULATIONS AND DISSOLVING THE ASSOCIATION**

The decision on altering the rules and regulations of the association, and on dissolving the association, must be made during an association meeting with at least a three quarters ( $\frac{3}{4}$ ) majority of all given votes. The summons to the meeting must include a mention of the alteration of the rules and regulations, as well as of dissolving the association.

In case the association is dissolved, the assets of the association will be used to the promotion of Finnish tree care, as determined by the meeting having made the decision on the dissolution. In case the association is abolished, the assets are used for the same purpose.