

Constitution and regulations of PuRE-net

1. Name and domicile of the association

The name of the association is PuRE-net ry. The domicile of the association is Helsinki.

2. Intent and purpose

The purpose of the association is to provide a frame of reference for its members and to promote and develop the good and responsible administration and use of states' public real estates.

3. Forms of activity

In order to fulfil its purpose, the association may:

- built a permanent forum the intention of which is to exchange information and experiences on strategic, administrative and operative issues related to the management and use of public real estates
- arrange discussion, training and development events and exchange programmes as well as establish workshops in order to discuss of matters relevant from the point of view of the members
- practise research, advisory and publication activities

4. Members

A private person, community or foundation being responsible for public real estates in their own countries may be accepted as a member of the association. The position of trust either means owning or managing of real estates or coordinating of the development of real estates owned or managed by state's individual organisations or improving of development projects.

The members are organisations and private persons who are, while acting in the public real estate sector, committed to actively participate in analysing and spreading of information and sharing of experiences of matters, questions and cases that are considered significant from the point of view of the sector.

5. Resignation and dismissal

A member has a right to resign from the association by giving a notice in writing to the board of directors or its chair or by informing of the resignation in the meeting of the association to be recorded into the minutes. The resignation shall enter into force within six (6) months from the notice to the board of directors, its chair or when it was otherwise informed in the meeting of the association.

The board of directors may dismiss a member from the association if the member

- has not paid its outstanding cost of membership or has not otherwise fulfilled the obligations it has been undertaken by joining the association,
- has damaged the association with its actions in the association or outside of the association,
- no longer fulfils the terms and conditions for the membership referred to in law or in the regulations of the association.

The board of directors may consider that the member has been resigned from the association if the member has not paid its costs of membership within six (6) months from the due date.

6. Cost of membership

The amount of the annual cost of membership shall be decided upon in the annual general meeting of the association. The annual general meeting may decide that the amount of the cost of membership of private persons is less than the amount of the cost of membership collected from communities and foundations. The annual general meeting may also decide that no cost of membership shall be collected from private persons, although the cost of membership shall be ordered for community and foundation members.

The board of directors decides upon the method of collection of the cost of membership and its programme of payments.

The annual general meeting may decide to collect an additional cost of membership. The board of directors decides upon the method of collection of the additional cost of membership and its programme of payments.

7. Decision-making

Decisions of the association shall be made by the members and board of directors in accordance with the Finnish Associations Act and these regulations.

8. Meeting of the association

The association arranges one annual general meeting of the members, annual ordinary meeting, which is hosted by one member's domicile country as agreed with the board of directors. The annual general meeting shall be held by the end of June on a date ordered by the board of directors.

An extraordinary meeting of the association shall be held when decided by the meeting of the association or when the board of directors considers it is required or when it is specifically required in writing by at least one-tenth (1/10) of the members of the association from the board of directors for a notified matter. The meeting shall be held within sixty (60) days from the request regarding the meeting has been presented to the board of directors.

The board of directors shall convene the meetings of the association at least thirty (30) days before the meeting by sending a letter or an email to an address reported to the membership register of the association.

In case a member of the association would like to have a certain matter to be discussed in the meeting, it shall give notice of it in writing to the board of directors in good time so that it is possible to include the matter into the invitation to the meeting.

Each member has one vote in the meetings of the association. Each community and foundation member appoints one person, who will represent and vote on behalf of the member, from the representatives attending the meeting.

The opinion which is supported by over one half of the given votes shall be the decision of the meeting, unless otherwise required in these regulations or in the Associations Act. In case the votes are even, the vote of the chair is decisive; in election decided by lot.

9. General annual meeting

The following matters shall be discussed in the annual general meeting of the association:

- opening of the meeting
- the legitimacy and quorum of the meeting shall be confirmed
- a secretary, two examiners of the minutes and two scrutineers, if necessary, shall be elected
- the rules of procedure shall be approved
- the financial statement, annual report and auditors' opinion shall be presented
- decisions shall be made on the adoption of the financial statements and on the formal approval of actions of the board of directors and other liable persons
- the operating plan and budget for the present year shall be confirmed
- the amount of the costs of membership shall be confirmed
- the chair and other members of the board of directors shall be elected, if necessary
- 1 to 2 auditors and 0 to 2 deputy auditors shall be elected
- other matters referred to in the invitation shall be discussed.

10. Board of Directors

The businesses of the association are taken care by the board of directors (Steering Committee), consisting of the chair (the President) and no less than five (5) and no more than six (6) members from different countries elected by the general annual meeting.

The term of the members of the board of directors is two (2) years. The term begins from the closing of the meeting regarding the election of the board of directors and ends when the meeting regarding the election of a new board of directors is closed.

Individual members may field themselves to the election to be re-elected for the maximum period of six (6) years. Despite of this, one third (1/3) of the members of the board of directors shall be changed every second year.

The duty of the board of directors is to take care of the businesses of the association with due care according to the constitution and regulations of the association and decisions of the association. The board of directors ensures that the bookkeeping of the association is in accordance with the law and that the financial administration is appropriately arranged. The board of directors represents the association.

The board of directors is, among others, responsible for:

- taking care and supervising of the general matters of the association and compiling of the operating plan and budget
- managing the economy of the association and granting the authorization regarding an opening of an account in the name of the association as well as granting user rights to the association's accounts
- the information services of the association
- election of the hosting country of the annual meeting of the members and arranging the meeting together with the hosting country
- establishing workshops, supervising the operations and their results.

The board of directors convenes when summoned by the chair, when he or she considers it is necessary or when at least half of the board of directors so requests.

The board of directors constitutes a quorum when over half of its members, including the chair, are present. The opinion which is supported over one half of the given votes shall be the decision of the meeting. In case the votes are even, the vote of the chair is decisive; in election decided by lot.

11. Chair

The association has a chair (the President) who is elected by a two-thirds (2/3) majority of votes from the votes of the members who were present in the annual general meeting. Should none of the candidates receive the required qualified majority on the first round, an election will be carried out between the two candidates who received most votes. The candidate who then receives the majority of votes will be elected.

The chair also acts as the chair of the board of directors.

The chair chairs the meetings of the association and the meetings of the board of directors. Other duties of the chair are ordered by the board of directors, if necessary. The term of the chair is two (2) years. An individual person may field himself/herself to the election to be re-elected as the chair for the maximum period of six (6) years.

12. Secretariat

The secretariat elected by the board of directors is responsible for the regular businesses of the association. Normally one country takes care of the duties of the secretariat for a period of two years. The duties of the secretariat are:

- taking care of the regular businesses of the association
- association's website operation (back office and content management) and improvement
- assisting of the hosting country of the annual general meeting
- general coordination of the activities of the work groups
- learning programme management
- exchange programme management
- assisting in the EU relationships
- assisting in taking care of the international relations.

13. Signing for the association

The chair of the board of directors or a member of the board of directors, always two together, sign for the association. The board of directors may entitle one of the said persons or another person to sign for the association alone.

14. Financial period and auditing

The financial period of the association ends annually on 30 June.

The association has the 1 to 2 auditors and 0 to 2 deputy auditors elected by the general annual meeting. If only one auditor has been elected for the association, and this is not an approved audit firm, at least one deputy auditor shall be elected.

The financial statement with its necessary documents and the annual report of the board of directors shall be given to the auditors at least one (1) month before the annual general meeting. The auditors shall provide their written statement to the board of directors no later than two (2) weeks before the annual general meeting.

15. Amendment of the constitution and regulations and dissolution of the association

The constitution and regulations of the association may be amended by two-thirds (2/3) majority and the association may be dissolved by a three-quarters (3/4) majority of votes of the members attending the meeting of the members. The invitation to the meeting shall include a notification of the amendment of the constitution and regulations or the dissolution of the association.

In case the association is dissolved the assets of the association shall be used for the public good being close to the activities of the association as ordered by the meeting deciding upon the dissolution of the association. After the association has been disestablished, its assets will be used for the same purpose.