

This is an unofficial English translation of the Tervasulka Operational Rules. The document is based on the Finnish language version of the rules that was approved 15.9.2021. For the most accurate definitions and phrasing, please consult the Finnish version of the rules. Tervasulka ry is not liable for potential misunderstandings caused by mistranslations in this document.

Tervasulka ry - Operational Rules

1. Name, Domicile, Date of Establishment, and Language

- The name of the association is Tervasulka ry. The association was established on May 29, 1985. The domicile of the association is the city of Oulu. In these rules, the association is referred to as the club. The club's area of operation is Oulu and its surroundings.

2. Purpose of the Club

- The purpose of the club is to promote physical activity and sports, as well as related civic activities in the club's area of operation, so that everyone has the opportunity to engage in and participate in fitness and health activities, competitive and elite sports, or related association activities according to their abilities and needs.

3. Implementation of the Purpose

- The club implements its purpose by:
 1. Offering:
 - Fitness and health activities
 - Competitive sports
 - Guidance, training, and coaching activities
 - Information and public relations activities
 - Educational activities
 2. Influencing broadly on physical activity, sports, and association matters in its area.
 3. Engaging in publishing activities.
 - To support its activities, the club may:

- Receive grants, donations, and bequests, own movable and immovable property necessary for its activities, and raise funds by organizing entertainment and dance events, goods or money collections, lotteries, and bingo activities.
- Engage in business activities directly related to its purpose or economically insignificant business activities.

4. Membership in Other Associations

- The club's membership in other associations is decided by the club meeting. The club and its members commit to following the rules of the organizations of which the club is a member.

5. Members of the Club

- The board may accept as a member a person who commits to following the club's rules and decisions. The board may accept as a regular member a person who is at least 18 years old. The board may accept as a junior member a person under 18 years old. The club meeting may invite as an honorary member a person who has significantly promoted the club's activities. The club meeting may invite as an honorary chairman a person who has served as the club's chairman with distinction. The board may accept as a supporting member a person or a legal entity that supports the club's activities by paying an annual or one-time supporting membership fee.

6. Commitment to Sports Legal Protection Board

- The club and its members commit to the jurisdiction of the sports legal protection board and to following its decisions.

7. Resignation from the Club

- A member has the right to resign from the club by notifying the board or its chairman in writing or by announcing the resignation at a club meeting for entry in the minutes. The resignation is considered effective immediately upon notification, but the resigning member is obliged to pay their dues and other obligations required by these rules until the end of the current calendar year.

8. Expulsion for Non-Payment of Membership Fees

- A member is considered to have resigned if they have not paid their membership fee due six months ago.

9. Expulsion and Other Disciplinary Actions

- A club member commits to following:
 - The club's rules or other regulations and decisions issued under them.
 - The rules or other regulations and decisions issued under them of the organizations of which the club is a member.
 - The ethical principles of sports.
 - The current international and national anti-doping regulations and the anti-doping regulations of the international sports federation and the International Olympic Committee.
 - The rules prohibiting the manipulation of competition results and events.
- A club member or anyone involved in the club's activities or who has committed in writing to these rules can be punished. Punishable actions include:
 - Acting in a manner that meets the grounds for expulsion mentioned in the Associations Act.
 - Acting contrary to these rules or other regulations and decisions issued under them.
 - Acting contrary to the rules or other regulations and decisions issued under them of the organizations of which the club is a member.
 - Committing a doping violation.
 - Acting against the club's purpose.
 - Damaging the club's reputation in its activities or outside of them.
 - Violating the ethical principles of physical activity and sports.
 - Committing a crime in the club's activities or outside of them, if convicted of a conditional or unconditional prison sentence.
- Violations of the ethical principles of physical activity and sports include:

- Use or promotion of drugs and doping substances.
 - Public disruptive behavior under the influence of alcohol or drugs in the club's activities or outside of them.
 - Associating the use of tobacco and tobacco products with sports situations.
 - Inappropriate behavior in competition and training situations.
 - Violence, gross language, and inappropriate criticism.
 - Sports fraud, such as manipulating competition venues or equipment.
 - Manipulating or attempting to manipulate competition results and events.
 - Betting on one's own competition either personally or through a representative.
 - Illegal advertising.
 - Sexual and gender-based harassment in all forms, regardless of whether it results in a criminal penalty.
 - Racist behavior in the club or outside of it.
 - Bribery.
- Punishments can include a warning, fine, temporary restriction of membership rights, suspension, ban from club activities, or expulsion from the club.
 - The board decides on expulsions and other disciplinary actions and the associated punishments. The party concerned must always be heard before a decision is made. The club meeting can, on the board's proposal, decide to transfer disciplinary authority to a separate disciplinary body and approve its own rules for this body. Expulsion and disciplinary decisions take effect immediately and are considered to have been brought to the attention of the party concerned five days after the decision has been sent to them by registered letter. The decision can also be served in another verifiable manner, in which case the decision is considered to have been brought to the attention at the time of service. An expelled member or the subject of a disciplinary decision has no right to demand back the fees paid to the club. Doping violations and the sanctions imposed on a club member for them are

specified in the aforementioned anti-doping regulations. If the rules and regulations of the sports federation or other umbrella organization are suspected to have been violated, these organizations have primary disciplinary authority. The club must take into account the disciplinary decisions of these organizations in its own disciplinary proceedings.

10. Membership Fees

- The annual meeting of the club decides on the amount of joining and membership fees for regular and junior members, as well as supporting membership fees. Honorary members and honorary chairmen are not charged fees. Joining and membership fees can vary between different membership groups.

11. Regular and Extraordinary Meetings of the Club

- The club holds two regular meetings annually, the spring meeting between March and May and the autumn meeting between October and December. The board determines the place and exact time of the meeting. The meeting can also be held using telecommunication or other technical means. The notice of a regular or extraordinary club meeting must be published at least 14 days before the meeting on the club's website or sent to the member's email address.

12. Spring and Autumn Meetings (Statutory General Meetings)

- **Spring Meeting Agenda:**
 1. Opening of the meeting.
 2. Election of: a. Chairman of the meeting. b. Secretary. c. Two minutes inspectors. d. Vote counters.
 3. Confirmation of attendees and voting members.
 4. Confirmation of the legality and quorum of the meeting.
 5. Presentation of the board's annual report and financial statements, and the auditors' or operational inspectors' report.
 6. Decision on the approval of the financial statements and discharge of the board and other responsible parties.
 7. Handling of other matters mentioned in the meeting notice.

8. Closing of the meeting.

○ **Autumn Meeting Agenda:**

1. Opening of the meeting.
2. Election of: a. Chairman of the meeting. b. Secretary. c. Two minutes inspectors. d. Vote counters.
3. Confirmation of attendees and voting members.
4. Confirmation of the legality and quorum of the meeting.
5. Decision on the sports and activities for the upcoming term.
6. Decision on the club's membership in other organizations and communities.
7. Confirmation of the amount of joining, membership, and supporting membership fees.
8. Confirmation of the action plan and budget.
9. Election of the board chairman annually.
10. Election of other board members to replace those whose terms are ending.
11. Election of two auditors or operational inspectors and a deputy auditor or deputy operational inspector.
12. Decision on the club's representatives in the organizations and communities where the club is a member.
13. Handling of other matters mentioned in the meeting notice.
14. Closing of the meeting.

- Matters that club members want to be addressed at the spring or autumn meeting must be submitted to the board in writing at least 30 days before the meeting.

13. Extraordinary Meeting of the Club

- An extraordinary meeting of the club is held when the board deems it necessary, the club meeting so decides, or when at least one-tenth of the club's voting members have made a written request to the board for a

specific matter. The notice of an extraordinary meeting must mention the matter for which the meeting is called. The extraordinary meeting must be held within two months of the members' request.

14. Minutes

- Minutes must be kept at the meetings of the club, its board, sections, and committees. The minutes of the club and board meetings must be signed by the chairman and the secretary of the meeting. The minutes of the board, sections, and committees must be checked immediately or at the next meeting.

15. Voting

- In matters of substance, the decision of the meeting is the opinion supported by more than half of the votes cast. In elections, those who receive the most votes (relative majority) are elected. If only one person is to be elected, more than half of the votes cast (absolute majority) are required for election. In the event of a tie in matters of substance, the chairman's opinion decides, and in elections, the decision is made by drawing lots. In all meetings, voting or elections are conducted by secret ballot or, when using telecommunication or other technical means, by a corresponding technical method. Each regular member who has paid the joining fee and membership fee by the time of the meeting, and each junior member who is at least fifteen years old, as well as honorary members and honorary chairmen, have one vote. Supporting members do not have voting rights. Voting by proxy is not allowed.

16. Administration of the Club

- The club's activities and finances are managed by the board, which consists of a chairman elected for one operational year and 4-8 members elected for two operational years. Half of the board members are up for election each year. The first time, half are chosen by lot. Both men and women are elected to the board unless there are special reasons. The board elects a vice-chairman from among its members. The board also elects a secretary, treasurer, and other necessary officials, who can also be chosen from outside the board. The board meets at the invitation of the chairman or, in his absence, the vice-chairman, when they deem it necessary or when at least half of the board members request it in writing. The board is quorate when

the chairman or, in his absence, the vice-chairman and at least half of its members are present. The board's duties include:

1. Implementing the decisions of the club meeting.
2. Leading and developing the club's activities.
3. Selecting necessary sections, committees, and working groups and their chairmen.
4. Convening and preparing the club meeting.
5. Managing the club's finances.
 - The handling of the club's funds requires the approval of the treasurer and one other independent board member.
7. Keeping a membership register.
8. Preparing the club's financial statements and annual report.
9. Preparing the action and financial plan for the next operational year.
10. Managing the club's information activities.
11. Approving and expelling members and deciding on disciplinary actions concerning members.
12. Selecting and dismissing the club's paid officials and agreeing on their benefits.
13. Deciding on the awarding of the club's merit badges and proposing other honorary and merit badges.
14. Taking other actions required by the club's interests.
15. Submitting the accounts to the auditors or operational inspectors for inspection at least one month before the spring meeting.

17. Financial Year

- The club's operational and financial year is the calendar year.

18. Signatories

- The club's name is signed by the chairman or vice-chairman together with the secretary or another board member or official designated by the board. The signatories must be of legal age.

19. Sections and Teams

- The club's sections or teams can decide on their internal activities, provided that the board approves their legal actions. The board decides on the financial management of the club and its sections or teams. Funds collected in the name of the association by sections, teams, and those involved in the club's activities are primarily the association's funds. The board decides on the use of these funds.

20. Amendment of the Rules

- Amendments to these rules are decided by the club meeting with at least a three-fourths majority of the votes cast. The meeting notice must mention the amendment of the rules.

21. Dissolution of the Club

- The dissolution of the club is decided by the club meeting with at least a three-fourths majority of the votes cast. The dissolution must be decided in two consecutive meetings. The meeting notice must specifically mention the dissolution of the club.

22. Transfer of the Club's Assets

- If the club is decided to be dissolved, its assets must be transferred to a purpose that promotes physical education in the club's area of operation, as decided by the meeting that decided on the dissolution. The persons chosen by the meeting act as the estate administrators. The dissolution of the club must be notified to the association register.

23. Associations Act

- In addition to what is stipulated in these rules, the provisions of the current Associations Act are followed.