

1. Association name and location

The name of the association is "Helsingin Paperipaja ry" which is located in Helsinki. In spoken language it is referred to as "Helsingin Paperipaja".

2. Purpose and activities

The purpose of the association is to develop the expressive forms and materials of papermaking and paper-based arts, as well as to promote the specialist skills and working conditions of its members. In order to realise its aims, the association develops its activities with those in the same field, both domestically and abroad. Within the framework of the association, one can practice research, information dissemination, publishing, organise cultural events, talks and training as well as exhibitions. The association rents space for use as artists' studios and papermaking.

In order to support its activities, the association can sell its own products, organise fee-paying courses, receive gifts or legacies and own (or if necessary sell) equipment or property. If required, the association can organise raffles or fundraising events, and apply for funding to enable its activities. The association rents space for the purpose of papermaking.

3. Membership

Professional artists who accept the purpose and rules of the association may apply for membership. The board accepts memberships based on the applicants' submissions.

4. Leaving or expulsion of members

A member has the right to leave the association either in writing, by informing the chair of the board or in an association meeting, provided it is noted in the minutes. Paid annual fees are not returned. If the notice to leave is announced before 30.06 then it is ratified by 31.12. If the notice is announced on 01.07 or later then it is ratified on 30.06 of the following year.

The board can expel a member from the association if the member has failed to pay an overdue annual membership fee, or if they have not fulfilled their obligations to which they are committed, or behaved in a way which has not respected the rules and workspaces of the association, or no longer fulfils the law's or association's criteria for membership. Expulsion is immediate.

5. Association members' annual membership fee

An association member is obliged to pay the annual fee. The board decides on the size of the fee annually.

6. Board

Matters pertaining to the association are taken care of by the board, which consists of the chair (decided in the autumn meeting) and 2-8 full-members and 0-8 supplementary members. The board's term is one calendar year. In the board's organisational meeting, a vice-chair is chosen from the board members. A secretary, treasurer and other required positions are also chosen either from the ranks of the board members or from without. The board is assembled via a notice from the chair (or if unavailable, vice-chair) if it is considered necessary or if at least half the members of the board require it. The board has the right to make decisions when at least half its members are present and the chair or vice-chair are present. Voting is resolved by majority. In the event of the vote being split, the chair's vote is deciding, except in elections which are decided by lottery.

7. Signature right of association

The association's chair, vice-chair, secretary or treasurer can sign for the association. Signing requires two signees.

8. General Meetings

The association holds two general meetings annually. The association's spring meeting is held between January and May and autumn meeting between September and December. Dates are decided by the board.

An additional meeting will be held if the decision is made during a general meeting or if the board considers it necessary. An additional meeting will also be held if at least one tenth (1/10) of the association with voting rights request it. The request is made in writing to the board. The meeting should be held with 30 days of the written request being made.

In a general meeting each member has one vote.

A decision is made in a general meeting if over half the votes support it (unless it is against the association's rules). In the event of a split vote, the chair's vote is deciding. In the case of an election, a split vote is decided by lottery.

A member may attend a meeting remotely if the board so decides or if in a meeting it is decided. A remote attendee has the right to vote.

9. Notification of general meetings

The board must inform association members by email of an annual meeting at least 10 days prior to the meeting.

10. General Meetings

The following are on the agenda of the spring general meeting:

1. Call meeting to order
2. Choosing of meeting chair, two inspectors of the minutes, and if required, two vote counters
3. Proof of meeting's legality and decision-making right
4. Approval of meeting the procedure
5. Present the financial statement, annual report and auditor's report
6. Financial statement is accepted and the board and other responsible figures are freed from responsibility
7. Deal with any other matters on the agenda

The following are on the agenda of the autumn general meeting:

1. Call meeting to order
2. Choosing of meeting chair, two inspectors of the minutes, and if required, two vote counters
3. Proof of meetings legality and decision-making right
4. Approval of meeting the procedure
5. Confirm the plan of action, estimate of budget and the size of membership fee for the following calendar year
6. Selection of chair and other members of the board
7. Selection of one or two auditors and substitute auditor
8. Deal with any other matters on the agenda

If an association member wishes to add something to the agenda of the meeting they are required to inform the board in writing in good time so that it can be included in the general meeting notice.

11. Changing of rules or ceasing operations

The decision to change the association's rules or cease operations must be made in a general meeting with at least three quarters (3/4) of the vote. The changing of rules or ceasing of operations must be referred to in the notice for the meeting.

If the association ceases operations, then its resources will be used to further the purpose of the association. Usage will be decided in the meeting. In the event of the association being shut down then the resources will be used in the same way.

12. Accounting Period

The association's accounting period is the calendar year.