

Current rules

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I GENERAL

Section 1 - Name and registered office of the Association

The name of the Association is Suomen Arkkitehtiliitto - Finlands Arkitektförbund ry - Finnish Association of Architects. In these rules, the Association is referred to as the Association. The unofficial abbreviation of the name is SAFA.

The registered office of the Association is located in Helsinki, Finland.

Section 2 - Purpose and activities of the Association

The purpose of the Association is to

- promote architecture as part of the creative Finnish culture and economy and to increase general interest in architecture
- support and encourage its members to pursue architectural objectives that improve the human-environment relationship and community structures.

In order to achieve its purpose, the Association acts as the architects' professional link and promotes and secures the members' general and common professional conditions.

The Association offers its members continuing education, competitions, meetings, excursions, presentations and festive events, etc., and interacts with other organisations in the fields of architecture, art and construction. The Association also organises exhibitions, provides publications and professional information services, and runs clubs.

In addition, the Association may organise care and recreational activities for its members and their next of kin within the limits of current legislation.

The Association may engage in the rental of real estate and apartments.

Section 3 - The Association's right to accept and own property

The Association has the right to accept donations and wills and to own real and movable property.

Section 4 - Operating and accounting period of the Association

The operating and accounting period of the Association is a calendar year.

II MEMBERSHIP OF THE ASSOCIATION

Section 5 - Members of the Association

The Association has regular members, student members and honorary members.

A regular member of SAFA must have completed at least a five-year university degree and be a person of good repute.

Additionally, the member must

1) meet the requirements of the European Union Professional Qualifications Directive as regards architectural qualifications and any accompanying documents* or

2) be licensed to exercise the profession of an architect in the country where they obtained their architectural qualification.

With regard to architectural qualifications awarded abroad, the applicant needs to submit a statement on the equivalence of qualifications issued by a competent authority. Those living abroad are also required to have the right to practise their profession in their country of residence.

Membership of the Association will be maintained even if the rules of the Association are amended in a manner preventing the member from meeting the criteria for membership under the new rules.

The Executive Board decides on the approval procedure and conditions for the admission of members. The approval of members is decided by the Executive Board.

*2005/36/EC, Annex V.7. ARCHITECTS

Section 6 - Withdrawal of a member

Members have the right to withdraw from the Association by giving written notice to the Executive Board or its Chair for entry in the minutes of the Delegates Council, or by any other documentary means decided by the Executive Board. The withdrawal will be deemed valid when notice has been given to the Executive Board or its Chair or to a party designated by the Executive Board, or when notice thereof has been entered into the minutes of the Delegates Council.

Section 7 - Expulsion of a member

A member who fails to follow the rules of the Association, its internal rules of procedure, the Professional Code of Ethics for Architects or the decisions made by the bodies of the Association, or acts against the purpose of the Association or harms the Association or its members by his or her conduct within or outside the Association, may be expelled from the Association by the decision of the Executive Board on the motion of the Ethics Committee, or be declared by decision of the Ethics Committee to have forfeited the member rights referred to in Section 11 for a fixed period not exceeding two years.

A member who is affected by the decision described in Subsection 1 and dissatisfied with the decision may express dissatisfaction in writing to the Executive Board of the Association within two weeks of being served the decision. If dissatisfaction is not expressed by the above-mentioned time limit, the membership will be deemed to have ended or the member rights referred to in the foregoing subsection suspended as of the date of expiry of the period of time allowed for the expression of dissatisfaction. If the member has expressed dissatisfaction, the Executive Board shall refer the matter to the Delegates Council for resolution. If the Delegates Council does not overturn the Executive Board's decision, the membership shall be deemed to have ended or the member rights referred to in Section 11 forfeited.

A person deprived of membership of the Association under Subsection 1 may reapply for membership of the Association. Prior to any reinstatement, the Ethics Committee will

evaluate and make a recommendation to the Executive Board as to whether the conduct leading to expulsion still constitutes a bar to membership in the Association. The Executive Board decides on admission.

Section 8. Loss of membership

A member who has not paid their membership fee (including the interest) that was due a year earlier will be deemed to have withdrawn from the Association by the Executive Board's decision.

Section 9. Effects of termination of membership on rights

A member who withdraws, is expelled or is deemed to have withdrawn from the Association shall forfeit all rights of membership. However, that member is required to fulfil any obligations arising from their membership before its termination.

If a member has overdue membership fees at the time of withdrawal, they must be paid before being readmitted as a member of the Association.

Section 10. A member's general obligations

When working as an architect, the members are obliged to follow the Association's rules and the decisions by the bodies of the Association. The Ethics Committee may give a reprimand or a warning to a member who has failed to follow the Association's rules or code of ethics.

Section 11. Membership fees and member rights

Members must pay a membership fee for each accounting period, the amount and due date of which as well as the associated benefits are decided by the Delegates Council.

The autumn meeting of the Delegates Council has the right to decide on special grounds for an exemption or discount on the membership fee when the member has recently graduated as an architect, is on parental or child-care leave, has a spouse who is already a member of the Association, lives abroad for more than 6 months in a calendar year, or is unemployed, laid off, on earnings-related unemployment benefit, on basic unemployment allowance, chronically ill, on child-care leave or pension, or has otherwise suffered a substantial reduction in income, and for the first year of membership, or authorise the Executive Board to do so, provided that the equality of the members is not violated. The Executive Board has the right, if there is a valid reason, to exempt a retired or incapacitated member from membership fees for a fixed period or entirely. The Executive Board may, at the request of a member, grant a deferment of payment of the membership fee if there is a valid reason for doing so.

A member who has not paid their membership fee, part of it or the interest after a reminder will not be entitled to receive the material covered by the fee such as magazines, member newsletters or other material.

A member who has not paid the membership fee or the interest within six months of the due date mentioned in Subsection 1 or after the extension period granted by the Executive Board on the basis of Subsection 2 of this section will lose the following member rights until the overdue payments have been made:

1. right to vote in the election of the members of the Delegates Council

2. right to have their name included in the unofficial member lists published during the above-mentioned period
3. right to receive member discounts
4. right to take part in the meetings of the Association's bodies except as a member of the Delegates Council
5. right to take part in the Association's internal events and advocacy.

A member who has lost their member rights described in this section will not be entitled to a discount on overdue payments.

Following a proposal by the Ethics Committee, the Executive Board can for exceptional reasons and at the member's request restore the member rights described in Subsection 4 before the overdue fees have been paid.

12 - Honorary members

The Delegates Council can, following a unanimous proposal by the entire Executive Board, invite a person who has significantly promoted the aims of the Association to become an honorary member. To be eligible for honorary membership, at least 4 out of 5 members of the Delegates Council present at the Delegates Council meeting must support the proposal.

An honorary member is not entitled to vote in the election of the Delegates Council or at the General Meeting, nor will he or she be entitled to the financial benefits given to the members by the Association. However, honorary members will be entitled to receive the Association's periodicals free of charge. An honorary member does not have the obligations that apply to regular members. Honorary members are not required to pay membership fees.

If a regular member of the Association is elected as an honorary member, this will not affect the member's rights or obligations in the Association, except that he or she will be exempt from the membership fees.

Section 13 - Student members

A person studying for an architectural degree in accordance with Section 5 may be accepted as a member entitled to participate in the activities of the Association. A student member can be expelled when the student has completed the architect's degree referred to in Section 5 or the right to study has ended and has not been extended.

A student member who has completed a degree and meets the other requirements for membership in the Association will become a regular member by informing the Executive Board of the Association. A student member is not entitled to use the abbreviation SAFA in connection with their name.

Student members are obliged to pay a student membership fee, the amount and due date of which is decided by the autumn meeting of the Delegates Council. The student membership fee may be different from that of a regular member. The student membership fee can be tiered according to degree level or duration of studies.

III BODIES OF THE ASSOCIATION

Delegates Council

Section 14 - Composition of the Delegates Council

The Delegates Council consists of 31 members elected in the manner provided for in Section 15. A member of the Delegates Council must be a member of the Association.

If the membership of a Delegates Council member ends during his or her term, he or she will be replaced by the candidate who had the second highest comparative index in the same constituency association or electoral alliance. If the membership of this person also ends during the term, he or she will be replaced by the candidate who had the next highest comparative index in the same constituency association or electoral alliance, and so on.

Section 15 - Election of the Delegates Council members

The Delegates Council is elected every three years in April/May through a direct proportional representation system in which each regular or student member, who has been accepted as a member before the end of January prior to the election, will have one vote.

The Delegates Council may be elected without a meeting at a separate voting session, by post or by telecommunication or other technical means.

The General Meeting may remove members of the Delegates Council in the middle of their term of office and elect new members for the remainder of the term of office without a meeting, at a separate voting session, by post, by telecommunication or other technical means, in the manner specified in the election procedure.

In the elections, the regular members form the first constituency, in which the regular members nominate candidates and from which the regular members elect 28 members of the Delegates Council. Student members form the second constituency, in which the student members nominate candidates and from which the student members elect 3 members of the Delegates Council.

The Delegates Council adopts the election procedure, which contains more detailed provisions on the election.

The election procedure must be based on the following principles:

1. A person eligible for election is a regular or student member of the Association who is entitled to take part in the election of the Delegates Council.
2. To hold the election, the Executive Board appoints an Election Committee of at least three members, of whom at least two must be regular or student members of the Association and one must be a lawyer.
3. The election should follow a proportional list vote system referred to in the Finnish Associations Act. A proportional list election may be an open ballot by decision of the Delegates Council.
4. A list of candidates can be appointed by a constituency association which consists of at least six (6) regular or student members of the Association who are entitled to take part in the election.
5. Two or more constituency associations can unite to form an electoral alliance.
6. A member can only be a candidate for one constituency association.

7. The Election Committee must be provided with the lists of candidates and other documents, including the candidate's written consent, at least five (5) weeks before the election.

Section 16 - Term of the Delegates Council

The term of the elected Delegates Council members will begin at the beginning of June following the election and continue for three years.

Section 17 - Convening the Delegates Council

The Delegates Council can be convened by the Executive Board or the Chair of the Delegates Council.

The notice of a Delegates Council meeting must be sent at least three weeks before the meeting to each Delegates Council member using the address they have given to the Association. The agenda and related documents must be sent to the Delegates Council members at least 10 days before the meeting.

If a Delegates Council member informs the person convening the meeting in writing that he or she will be unable to attend a specific meeting, the person convening the meeting will then have to send a notice of the meeting to the candidate referred to in Section 14 to replace the member who is unable to attend.

At least six Delegates Council members or 1/50 of the members of the Association entitled to vote have the right to request, in writing, either the Executive Board or the Chair of the Delegates Council to convene an extraordinary meeting to discuss a specific matter. The Delegates Council must be convened within two months of such a request. However, if a Delegates Council meeting is going to be held within this period for any other reason, the matter may also be included for discussion in the notice of that meeting.

Section 18 - Duties of the Delegates Council

The Delegates Council exercises the decision-making power within the Association.

A new Delegates Council will elect a Chair and a Vice-Chair from among its members. During the election, the meeting will be chaired by the person who received the most votes in the election of the Delegates Council members. The Delegates Council will also select a secretary at the same time.

The duties of the Delegates Council are in particular to:

1. define the objectives of the Association
2. adopt the Association's operating and financial plan
3. control and monitor the Executive Board's activities
4. establish and dissolve the permanent committees working under the Executive Board
5. lay down the instructions concerning the Association's permanent bodies and members as well as those of the regional and subdivisions
6. determine the remuneration and daily allowance for the members of the Delegates Council and the Executive Board as well as the committees appointed by them
7. decide on the amendments to the rules and on the dissolution of the Association, considering the provisions of Sections 33 and 34
8. appoint, following the proposal by the Election Committee but not being bound by it, the Chair and two Vice-Chairs of the Executive Board, who will also serve as the Chairs of the Executive Board's professional policy and architectural policy committees, as well as nine

other Executive Board members to these committees, the Association's auditors, the performance auditors, the members of the Ethics Committee and Election Committee and representatives to the Building Information Foundation's assembly and other organisations whose rules state that appointment of representatives should be done by the Delegates Council of the Finnish Association of Architects and there is no legal barrier preventing this.

The Delegates Council may appoint permanent or temporary committees to support its work.

Section 19 - Ordinary and extraordinary meetings of the Delegates Council

If so determined by the Executive Board or the Delegates Council, a meeting of the Delegates Council may also be attended over a telecommunications link or using other technical means.

The Executive Board may decide to hold a meeting of the Delegates Council without a venue, allowing members to exercise their decision-making power in a timely manner by telecommunication or other technical means during the meeting.

The Delegates Council holds two ordinary meetings each year, a spring meeting and an autumn meeting.

The spring meeting which is held annually in May/June:

1. presents the Executive Board's report for the previous year, the auditor's and performance auditor's reports and adopts the financial statements
2. decides on the discharging of the Executive Board members from liability
3. appoints the members of the Election Committee for the following year
4. discusses other matters presented by the Executive Board.

The autumn meeting which is held annually in December:

1. adopts the financial plan for the next operating period and decides on the amount of money given from the reserves as grants, rewards and subsidies
2. decides on the amount and due date of the membership fee, as well as any exemption and discount criteria and the amount of the student member fee
3. appoints the Chair of the Executive Board, referred to as the Chair of the Association, two Vice-Chairs, referred to as the Vice-Chair of the Association, and nine other members for the following operating period
4. appoints the members of the Ethics Committee for the following operating period
5. appoints an auditor and a performance auditor as well as a deputy auditor and a deputy performance auditor for the following year
6. discusses other matters presented by the Board.

Extraordinary meetings which are to be held when necessary:

1. discuss the matters included in the notice of the meeting.

If the Associations Act does not state otherwise, the Delegates Council can, by a 2/3 majority, decide to discuss a matter proposed by a member of the Executive Board or the Delegates Council that was not included in the notice of the meeting.

Section 20 - Discussion of matters by the Delegates Council

The Delegates Council has a quorum when at least half of the members are present. The meeting of the Delegates Council will be chaired by the Vice-Chair if the Chair is not present and if neither of them is present, the meeting will be chaired by a council member appointed by the meeting.

Section 21 - Decision-making procedures of the Delegates Council

Unless these rules state otherwise, the decision of the Delegates Council will be the opinion that is favoured by the majority of those voting. In the event of a tie, the Chair has the casting vote.

When only one person is to be elected, the candidate must receive over half of the votes cast in order to be elected. If none of the candidates receive this many votes, a new election will be held among the three candidates who received the most votes. If none of the candidates receive over half of the votes in this election, a new election will be held among the two candidates who received the most votes in the second election. The one who receives the most votes will be elected. In the event of a tie, the winner will be chosen by lot.

If more than one person is to be elected, each council member can vote for as many people as there are members to be elected. The candidate ranked first will get one vote, the candidate ranked second will get 1/2 vote, the candidate ranked third will get 1/3 vote and so on. The candidates who receive the most votes will be elected. If some candidates receive the same number of votes, membership in the body will be resolved by lot.

Section 22 - Membership vote

If required by the Executive Board or deemed necessary by the Delegates Council, an indicative membership vote must be held before the Delegates Council makes its final decision in order to find out the opinion of all the members of the Association regarding the matter in question. The membership vote must be held, without a meeting, within 30 days of the Executive Board's request at a separate voting session, by post or by telecommunication or other technical means.

The membership vote must be held in accordance with Section 15 of these rules and the election procedure adopted thereunder, so that only two opposing proposals are put to the vote. The members' voting period, which must be at least 14 days from the date when the voting proposals were sent by letter, will be confirmed by the Delegates Council. If the Delegates Council or the Executive Board has not given voting instructions, they will be given by the Election Committee.

Section 23 - Member initiative

The members and student members of the Association have the opportunity to submit initiatives concerning the Association and its activities. Such an initiative must be submitted in writing to the Executive Board of the Association no later than 3 months before the next meeting of the Delegates Council.

In order to be considered by the Delegates Council, Council, the initiative must be endorsed by a minimum of ten members or student members of the Association.

Executive Board

Section 24 - Executive Board meetings and discussion of matters

The Executive Board is convened by the Chair or, in his or her absence, by the Vice-Chair. The Executive Board must be convened if requested by at least three of its members.

The Executive Board has a quorum when the Chair or Vice-Chair and at least five members are present. The Chair and Vice-Chair of the Delegates Council are entitled to take part in the Executive Board meetings without the right to make motions or vote.

The Executive Board's decision shall be the proposal supported by more than half of the members present. In the event of a tie, the Chair has the casting vote. When only one person is to be elected, the person supported by more than half of the members present shall be elected. Any tie is resolved by lot. If two or more persons are to be elected to a specific body at the same time, the election shall be held using a proportional representation system, following the procedure described in Section 21, where applicable.

Section 25 - Duties of the Executive Board

The duties of the Executive Board are in particular to:

1. act to achieve the purpose of the Association
2. represent the Association
3. convene the Delegates Council and the General Meeting referred to in Section 34 of these rules and to prepare the issues to be discussed at the meetings
4. implement the decisions of the General Meeting and the Delegates Council
5. appoint, following the Election Committee's proposal but not being bound by it, the members to the permanent committees established by the Delegates Council
6. keep a list of the members of the Association
7. manage the Association's finances and accounting
8. prepare the Association's annual and financial reports
9. prepare proposals for the Association's operating and financial plan
10. present, as part of the budget, a proposal to the Delegates Council regarding the amount of money given from the reserves as grants, rewards and subsidies
11. establish and dissolve temporary measures in accordance with the Association's operating and financial plan
12. appoint the staff for the Association
13. decide on the sale, exchange and mortgaging of the Association's property.

The Executive Board may appoint temporary committees and working groups for the duties listed above.

Committees

Section 26 - Ethics Committee

The Ethics Committee consists of a Chair and ten other members elected by the autumn meeting of the Delegates Council for one operating period of the Association at a time. A member cannot be elected more than three times in a row.

The Ethics Committee is responsible for supervising the activities of the Association's bodies and, if necessary, making proposals to the appointing body, making proposals to the Executive Board regarding the expulsion of members, dealing with questions of collegiality, issuing opinions on related matters, deciding on disciplinary action against a

member who violates the Association's rules or code of ethics, and giving statements to the Delegates Council and the Executive Board as they may request.

The Ethics Committee will convene whenever necessary or if at least three committee members request it in writing to the Chair of the Committee. A written notice of the meeting is sent by the Chair of the Committee or, in his or her absence, by the oldest member of the Committee.

The final decisions of the Ethics Committee will be sent as soon as possible, but no later than two weeks after the meeting, to absent members and interested parties for information.

Section 27 - Election Committee

The Election Committee is responsible for making proposals to the Delegates Council and the Executive Board for the persons to be elected by the Delegates Council under Section 18, Subsection 3, Item 8 or the persons to be elected by the Executive Board under Section 24. The term of the Committee is the same as the term of the Delegates Council. The number of members and deputy members, election criteria, convening, quorum, voting procedure, etc. are laid down in the Committee's rules of procedure adopted by the Delegates Council.

Section 28 - General regulations regarding the activities of the Association's bodies

Except as otherwise provided in these rules or the guidelines issued on the basis of them, the following principles shall govern the operation of the Association's bodies: The bodies have a quorum when at least half of the members are present. Meetings may also be attended by telecommunication or other technical means. A proposal supported by more than half of the members present shall be adopted. In the event of a tie, the Chair has the casting vote.

The bodies are convened by the Chair. A meeting of a body may be requested by at least two of its members. The Executive Board of the Association is also entitled to convene a body.

If the Chair is absent, the meeting will be chaired by a member selected by the meeting. Minutes must be taken at the meetings and they should include the decisions made and be signed by the Chair of the meeting and the secretary.

The minutes must be sent to the Executive Board of the Association without delay. The minutes of a Delegates Council meeting must be scrutinized and approved by at least two members present at the meeting and elected to scrutinise the minutes.

IV SPECIAL PROVISIONS

Section 29 - Travel and per diem allowances and meeting fees

When attending a meeting outside of their place of residence, a member of the Association elected in a position of trust is entitled to travel and per diem allowances, unless the travel and time spent are deemed to be insignificant. The Executive Board shall decide on the amount and payment of allowances in accordance with the criteria laid down by the Delegates Council.

Elected officials participating in the activities of the Association's bodies are entitled to a meeting fee as determined by the Delegates Council.

Section 30 - Staff of the Association

The Association employs a Secretary General and the required number of other staff.

Section 31 - Signing for the Association

The Association may be signed for by the Chair and Vice-Chairs as well as the officials appointed by the Executive Board. There must be two signatories. One of them must be the Chair of the Association or either one of the Vice-Chairs.

Section 32 - Regional and subdivisions

Members can form non-registered regional divisions in their area and each member or student member of the Association belongs to a division on the basis of their place of residence. In addition, the members and student members can form non-registered subdivisions that the members can join in accordance with the rules of the division.

The purpose and activities of the regional and subdivisions must not conflict with the Association's rules or decisions or with the division's own rules. The regional and subdivisions must have their own rules to be approved by the Executive Board. The divisions may have their own officials.

The regional and subdivisions shall submit their annual reports to the Executive Board for inclusion in the Association's annual report.

The funds collected and used by the regional and subdivisions are the Association's funds. The use of the funds is decided by the Executive Board of the Association in accordance with the rules of procedure of the regional and subdivisions.

Section 33 - Amendments to the rules of the Association

A decision to amend the rules of the Association must be made at two consecutive Delegates Council meetings held at a minimum interval of two weeks. At least 3/4 of the Delegates Council members present must be in favour of the decision at both meetings.

An issue concerning an amendment to the rules can be discussed at a Delegates Council meeting if the proposed amendment has been added to the agenda in the notice of the meeting.

Section 34 - Dissolution of the Association

A decision regarding the dissolution of the Association requires that at least 3/4 of the members present at the Delegates Council meeting are in favour of the decision and that at least 3/4 of the votes cast at the General Meeting held at the earliest two months and at the latest within six months of the Delegates Council meeting are in favour of the decision.

The members of the Association who are present and entitled to vote have the power of decision at the General Meeting.

At the General Meeting, a member of the Association can represent a maximum of 10 other members by proxy.

The General Meeting is convened by the Executive Board. The notice of the General Meeting is to be published at least two months before the meeting in the Association's newsletter or sent by letter to each member using the address indicated in the list of members.

The General Meeting is chaired by the Chair of the Delegates Council or, in his or her absence, by the Vice-Chair of the Delegates Council. When both are unable to attend, a voting member of the Association elected by the meeting shall preside.

If the Association is dissolved or terminated, its assets shall be given to a legal entity or foundation whose purpose matches that of the Association as closely as possible. The Delegates Council shall decide on the use of the funds in accordance with the above principles.

Section 35 - Transition provision

The first elections to the Delegates Council under these rules will take place in April/May 2025. The term of office starts at the beginning of June following the election, when the term of office of the previous Delegates Council ends.