

I Name, domicile and purpose

1 § The Association's name is One Step Ahead ry. The unofficial acronym and name for the organization is OSA ry.

2 § The Association's domicile is Helsinki.

3 § The Association's working language is English.

4 § The purpose of the Association is to build an English-speaking community of students and teachers from the University of Helsinki and other professionals that are interested in the research-based improvement and development of education. The organization achieves its purpose by:

- a) arranging study, work-related, and recreational excursions, meetings, seminars, evening gatherings, discussion groups, and other events related to the topic of education,
- b) upholding a multimedia platform to create and share content related to education,
- c) developing and implementing educational projects,
- d) cooperating with research teams, student organizations, Student Union and other stakeholders in the field of education.

5 § To support its activities the organization can receive financial support and donations, organize fundraisers, practice sales and other activities and arrange entertainment events and lotteries with the necessary licenses.

II Membership

6 § The Association can have actual members, support members, and honorary members.

7 § An actual member can be a student of any degree, postgraduate or exchange student at the University of Helsinki who is interested in the activities of the Association, accepts its purpose and rules, and pays the membership fee. The board decides upon the membership fee.

8 § Any person or legal entity interested in supporting the activities of the Association can become a support member by paying the support membership fee.

9 § The board can invite persons to become honorary members. Honorary members can be people who have contributed to the activities of the Association or otherwise facilitated its aims significantly.

10 § The actual members of the Association are obliged to pay a membership fee to the Association. The membership fee of the Association is decided by the board in the spring general meeting of every year.

11 § The support members of the Association are obliged to pay a support membership fee to the Association. The support membership fee is decided by the board in the spring general meeting of every year.

12 § Honorary members of the Association do not need to pay a membership fee.

13 § Members of the Association can cease their membership at any point by submitting a written request to the secretary of the Association.

14 § The board can expel a member of the Association if:

- a) they have not fulfilled the obligations they have committed themselves to when joining the Association;
- b) they no longer fulfil the terms of the membership mentioned in the rules of the Association.
- c) they have harmed the Association with their behaviour or actions and therefore made the operation of the Association more difficult.

15 § The Association maintains a membership register of its members containing each member's full name and domicile.

III General Meetings

16 § Meetings of the Association are called general meetings. They are the spring general meeting, the autumn general meeting, and extraordinary meetings and are chaired by the chairperson of the board or, if the chairperson is unavailable, by the vice-chairperson. The general meetings are called by the board and can be held in-person, fully online, or as hybrid meetings.

17 § The spring general meeting must be held by the end of April, and at least the following matters concerning the next term of office must be discussed:

- a) the membership fee and support membership fee of the Association;
- b) the auditor's report;
- c) the annual report of the previous term of office;
- d) the board presents the financial report for the previous accounting period;
- e) the approval of the annual report and the financial report;
- f) discharging from liability the board and other persons from the previous term of office.

18 § The autumn general meeting must be held by the end of November, and at least the following matters must be discussed:

- a) the chairperson and other members of the board are elected;
- b) two (2) auditors are elected;
- c) the budget and action plan for the next term are approved.

19 § The Association will assemble for an extraordinary general meeting if the board considers it necessary or when one fifth (1/5) or at least five (5) actual members of the Association demand it in written form from the board. In the last two cases, the meeting must be held within ten (10) business days after the board has received the written demand.

20 § The general meetings of the Association must be announced through the Association's members emailing list at least five (5) business days before they are scheduled to take place. The agenda must be included in the meeting call.

21 § The secretary is responsible for compiling minutes during the general meeting and making them available for all members to view. If the secretary is absent, they must nominate another member to compile minutes and make them available for all members to view.

22 § The general meeting is legal if it was called according to the rules of the Association.

IV Decision-making and Elections

23 § The actual members have the right to vote and are eligible for election. Other members only have the right to attend and the right to speak in the meetings. One cannot vote with power of attorney.

24 § If not mentioned otherwise in the rules, the opinion supported by more than half of the voters carries. In the case of a tie, the motion supported by the chairperson of the meeting carries. In an election, however, if the votes are even, the decision is made by drawing lots.

25 § Open voting is used unless at least two (2) actual members attending the meeting demand a closed ballot.

26 § In an election, a candidate must receive at least half (1/2) of the cast votes. If no candidate has obtained an absolute majority of the votes in the first round, a new election is carried out with only the two (2) candidates who have obtained the most votes in the first ballot.

V Board and officers

27 § The elected board is responsible for the operation of the Association for the term of office, from January to December (01.01-31.12). The board consists of the chairperson and two to seven (2-7) other board members. The members of the board must be actual members of the Association at the time they are elected.

28 § The roles of a chairperson, a vice-chairperson, a secretary, a treasurer, and other members of the board are elected by voting.

29 § The tasks of the board are:

- a) to operate the Association and manage its finances;
- b) to prepare the matters that emerge at the general meetings and to carry out the decisions that have been made in them;
- c) to call the general meetings of the Association;
- d) to make decisions on other matters that have not been defined as having to be decided in a general meeting of the Association;
- e) to accept new members.

30 § The meetings of the board are called by the chairperson of the board, or when the chairperson is unable to do so, by the vice chairperson. The board decides the way these meetings are called. A board meeting must be called when any member of the board demands it.

31 § A meeting of the board is legal when it has been called in the way decided by the board and when at least half of the board members are present, including the chairperson, or if the chairperson is unavailable, the vice-chairperson.

32 § The secretary is responsible for compiling minutes during the board meeting and making them available for board members to view. If the secretary is absent, they must nominate another member to compile minutes and make them available for all board members to view.

33 § The chairperson of the board together with the vice-chairperson of the board or the chairperson of the board together with the treasurer, are entitled to sign for the Association.

34 § For various tasks, the board of the Association can appoint fixed-term committees or officers, however only until the end of their term of office. It is possible to appoint a person from outside the Association to these positions. The board of the Association can set rules and regulations regarding the operation of committees and officers.

VI Administration and Finances

35 § The board's term of office, the auditors' term of office, and the accounting period of the Association is from January to December (01.01. - 31.12). The administration and finances of the Association are audited by two (2) auditors. The auditors have the right of presence and speech in the Association's and board's meetings that include issues connected to their work.

36 § The bookkeeping documents of the Association must be delivered to the auditors at the latest four (4) weeks before the spring general meeting, or at the request of the auditors. The auditors must return the documents and their report to the board at the latest two (2) weeks before the spring general meeting.

VII Special Provisions

37 § Changes to these rules can be made if the amendment has been accepted with the majority of at least three quarters (3/4) of the votes at a general meeting. The amendment to the rules must be mentioned in the

agenda of a meeting. The amendment can be proposed by the board or three (3) actual members of the Association in written form. The proposal made by the actual members must be processed in the subsequent general meeting.

38 § The Association is considered dissolved if there have not been general meetings in two (2) years even if the conditions for holding them have existed. The Association will be dissolved if the Association makes a decision to do so with the majority votes of five sixths (5/6) at two (2) consecutive meetings held at an interval of at least one (1) month. The proposition concerning the dissolution must be mentioned in the meeting agenda.

39 § If the Association has been dissolved, its funds shall be used in accordance with the purpose mentioned in 4 or donated to a legally competent entity pursuing similar objectives. The second general meeting on dissolution shall decide what entity should get the funds to use in accordance with the purpose mentioned in 4.

40 § The dissolution comes into effect when it is marked with the Finnish Patent and Registration Office.

41 § These rules come into effect once they are accepted by the Finnish Patent and Registration Office.