

Model articles for student associations at UZH

[Name of association]

1. Name

Under the name «[name of association]» there exists an association pursuant to article 60 et seqq. CC. It is politically independent and denominationally neutral.

2. Objective and purpose

The purpose of the association is “[purpose of association]”.

Prior to the funding find out if there is already an association with the same or a very similar purpose at UZH or ETH where you could contribute your ideas.

The following points must be considered:

- The association must contribute to the enrichment of university life (studies, teaching, research, culture).
- Members are students and PhD candidates of UZH, ETH and other Zurich universities.
- The majority of the board is made up of students.

The association is exclusively non-profit and does not pursue any profit-making purposes. Its bodies act in a voluntary capacity.

3. Resources

The association has the following resources at its disposal for the pursuit of its objectives:

- [Listing, e.g. member subscriptions, contributions from patrons, donations etc.]

Any member subscriptions levied must be regulated in the articles of association, e.g. setting by the general assembly, exemption from member subscriptions fees for certain groups of people etc.

4. Membership

- 4.1. Active members with voting rights are students and PhD candidates of UZH, ETH and other Zurich universities.
- 4.2. [add further categories, e.g. passive members, honorary members, including information about rights and duties]
- 4.3. Applications for admission will be addressed to [the president / the executive board]; the final decision on admission will be taken by [the executive board / the general assembly].
- 4.4. The general assembly shall decide on the appointment of honorary members based on a proposal by the executive board.
- 4.5. Membership terminates or expires by resignation, exclusion or death.
- 4.6. Resignation from the association is possible [any time / as of date / ...]. The letter of resignation must be sent to the president at least [duration] before the general assembly in writing.

The notice period must not exceed six months.

A member can be excluded from the association at any time for [reasons, e.g. non-compliance with the articles of association / without giving reasons]. The decision to exclude a member is taken by the executive board; the member may appeal against the decision to exclude to the next general assembly. The assembly hears the member and takes the final decision.

5. Bodies of the association

The bodies that make up the association are:

- the general assembly;
- the executive board;
- the auditors;
- [others]

6. The general assembly

The supreme body of the association is the general assembly. The general assembly convenes annually [time / period, e.g. in the first quarter].

The members are invited to the general assembly [freely selectable time period, e.g. three weeks, but at least 10 days] in advance in writing, and the invitation must include the items of the agenda.

Motions from members for additional business brought before the general meeting must be submitted in writing to the executive board no later than [number of days / weeks] stating the reasons for the motion.

The executive board or one-fifth [the quorum of one-fifth may be lower but must not be exceeded]. of the members may at any time request that an extraordinary general assembly be convened, stating the purpose of the meeting. Such an assembly must be held no later than [number] weeks after receipt of the request.

The general assembly has the following inalienable duties and powers:

- a) Approval of the minutes of the last general assembly
- b) Approval of the annual report of the executive board
- c) Acceptance of the auditors' report and approval of the annual accounts
- d) Discharge of the executive board
- e) Election of the president, the other members of the executive board and the auditors
- f) [Determination of membership fees]
- g) [Approval / Acknowledgement] of annual budget
- h) [Approval / Acknowledgement] of the program of activities
- i) Amendment of the articles of association
- j) Resolutions on motions of the executive board and members
- k) Decision on exclusion appeals of members
- l) Resolutions on the dissolution of the association and the use of the liquidation proceeds

Any duly convened general assembly [constitutes a quorum irrespective of the number of members present / has a quorum if at least a number or share of members are present].

Every member has one vote. The members pass resolutions by a simple majority of the votes cast. [For special business, e.g. amendments to the articles of association, a qualified majority may be required, for example a two-thirds majority]. In the event of a tie, the chairperson has the deciding vote.

At least minutes of resolutions must be kept of the resolutions passed.

7. The executive board

The executive board consists of [at least / from... to ... / number] persons. [The majority of the members of the executive board / all members of the executive board] must be enrolled at a university in Zurich. The term of office is [number] years. Reelection is [allowed / not allowed / allowed no more than x times].

The executive board is responsible for managing the day-to-day business and representing the association externally. It has all powers not delegated to another body by law or under these articles of association. The following units are represented on the executive board:

- president
- vice president
- treasurer
- actuary
- [others]

Several offices may be held at the same time. [*The executive board constitutes itself./ The executive board constitutes itself with the exception of the president.*]

The executive board meets as often as business requires. Any member of the executive board may request a meeting, stating the reasons. Unless a member of the executive board requests oral deliberation, resolutions may be passed by circular letter.

The members of the executive board work in a voluntary capacity and are not paid. They are, however, entitled to reimbursement of effective expenses.

8. The auditors

The general assembly elects [*number*] auditors to audit the accounts and conduct random checks at least once a year. The auditors report to the executive board for the attention of the general assembly. Reelection is [*allowed / not allowed / allowed no more than x times*].

9. Signing authority

The association is bound by the collective signature of the president together with another member of the executive board. [*Variant: The executive board regulates collective signing authority of two.*]

10. Liability

Only the assets of the association are liable for the debts of the association. Personal liability of the members is excluded.

11. Data protection

The association exclusively gathers the personal data of the members required to fulfil the purpose of the association. The executive board ensures data security appropriate to that of the risk.

The member data, particularly [*name, address, phone number, email address etc.*], will be [*disclosed to all association members / published on the website, in the newsletter, in the bulletin, in the annual report of the association etc.*].

Otherwise, data will only be disclosed to third parties within the scope of legally permissible order processing, and if this should be required by law or ordered by the authorities.

Should member data be forwarded to third-parties, which data for what purpose and to which parties () must be clear from the provision. The umbrella organisation of a section is also deemed a third party.

Otherwise, member data is processed in accordance with the provisions of Swiss data protection legislation and the privacy policy on the association's website.

Every association create a privacy policy to fulfil its legal data protection information obligation, which it preferably publishes on its website.

12. Dissolution of the association

The association may be dissolved by resolution of the general assembly by [*a required quorum, qualified majority*] of votes if at least [*required quorum*] of the members are present.

If fewer than [*required quorum*] of all members attend the meeting, a second meeting will have to be convened within one month. At such meeting the association may be dissolved by a simple majority even if fewer than [*quorum*] of the members are present.

In the event that the association is dissolved, the assets of the association will be transferred to a tax-exempt organization in Switzerland that pursues the same or a similar purpose. The distribution of the association's assets among the members is excluded.

13. Entry into force

These articles of association were adopted by the constitutive assembly on [date] and entered into force with effect from such date.

The president:

The minute taker:

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