



Bylaws of the Arctic Planetary Science Institute

An unofficial translation draft v. 1.0

1. The name and domicile of the association

The name of the association is Arctic Planetary Science Institute (henceforth “the association”) and its domicile is Rovaniemi, Finland. For unofficial purposes a Finnish name *Arktinen planeettatutkimusinstituutti*, a Swedish name *Arktisk Institut för Planetforskning*, and abbreviation *APSI* can be used. The official language of the association is Finnish, but either Finnish or English can be used for the association’s internal activities. Either Finnish or English can be used for meetings and meeting minutiae.

2. The purpose and activities of the association

The purpose of the association is to promote research of planetary geology and closely related fields, and to support education and public outreach associated with these fields.

To facilitate the purpose, the association conducts and supports scientific research, publication and outreach activities, and organises scientific conferences, seminars and meetings. The association collaborates with other national and international parties affiliated with planetary science.

In order to support its activities, the association can collect membership fees and entrance fees from the events it organises, accept donations and testaments, own realty and chattel, organise raffles and fundraisers after obtaining the required permissions, engage in minor economic activities, and obtain sponsors and income from advertisements. To promote its goals, the association can also start a co-operative or a nonprofit corporation.

3. Membership

Any person who accepts the purpose and bylaws of the association can be accepted as a member. A private person or a legal subject that wants to support the association’s purpose and activities can be accepted as a supporting member. Members and supporting members are accepted upon request by the board. The board can invite a person who has significantly promoted or supported the association’s activities or has made significant contributions to general research, education or other activities related to planetary geology to become the association’s honorary members or an honorary chairman. Honorary members and honorary chairmen are elected in the general meetings of the association.

4. Resignation and dismissal of members

A member has the right to resign from the association by a written note to the board or to the chairman, or by announcing her/his resignation at a general meeting of the association and asking

the resignation to be noted in the minutiae. The board can dismiss a member if the member has neglected to pay the annual fee, or otherwise has not fulfilled her/his obligations to which she/he has committed her/himself by joining the association, or has by her/his actions significantly damaged the association, or does no longer fulfill the membership requirements as stated in the association's bylaws or the Finnish law.

5. Joining fee and membership fee

The amount of joining fee and annual membership fee of both members and supporting members is decided, based on the current budget, in the autumn general meeting of the association. An honorary chairman and honorary members are exempt from joining or membership fees.

6. Board

The affairs of the association are run by the board, which consists of a chairman, 2–4 members and 0–2 vice members, all elected in the autumn general meeting. The board's term is one calendar year. From its ranks the board elects a vice-chair, and elects a secretary, a treasurer and other required personnel from its ranks or from the outside. The board is convened by the chairman, or when she/he is unable to do so, by the vice-chair, or whenever the chairman or the vice-chair deems it necessary, or when at least half of the board members request it. The board has a decision-making authority when at least half of its members including the chairman or the vice-chair are present. Board meetings can be attended remotely by mail or by various telecommunication or other technical means. The votes are held on a majority basis. If the votes are equal, the chairman's vote wins. However, if the votes are equal in elections, the winner is decided by a raffle.

7. Authorised signatories

The association's authorised signatories are two of the following: chairman, vice-chair, secretary, or treasurer.

8. Accounting period and auditing

The association's fiscal year is the calendar year. The financial statement with the required documents and the board's annual report must be given to the auditor at least one month before the association's spring general meeting. The auditor must provide the board with her/his written statement at least seven days before the spring general meeting.

9. The meetings of the association

The association's general meetings can, if so decided by the board or by the general meeting, be attended remotely by mail or by various telecommunication or other technical means either before or during the meeting. The association has two annual general meetings. The spring general meeting is held between January and May, and the autumn general meeting between September and December, at a date decided by the board. An additional general meeting can be held if the general meeting so decides, or when the board deems it necessary, or when at least a tenth (1/10) of the association's members that are entitled to vote request that by sending a written note specifying the cause of the additional meeting to the board. The meeting has to be held within thirty days after the request has been presented to the board. In general meetings each member has one vote. Unless otherwise stated in the bylaws, the general meeting's decision is that which has received a majority of votes. If the votes are equal, the chairman's vote wins. However, if the votes are equal in elections, the winner is decided by a raffle.

10. Convening the meetings of the association

The board has to convene the general meetings at least seven days before the meeting by a letter mailed to the members, by posting an ad to a newspaper appearing in the domicile, by e-mail, by phone, by SMS (short message service), or by other technical means.

11. General meetings

The following items are addressed in the association's spring general meeting:

1. The opening of the meeting.
2. The election of the meeting's chairman, secretary, two inspectors of the minutiae and, if required, two vote counters. The chairman of the meeting can also act as a secretary. The inspection of the minutiae can also be taken care of by the meeting itself, either during the same or the following meeting.
3. Noting the legitimacy and decision-making authority of the meeting.
4. Accepting the agenda.
5. Presenting the financial statement, the annual report, and the auditor's statement.
6. Deciding the confirmation of the financial statement and the freedom of responsibility of the board and other responsible persons.
7. Other matters mentioned in the summons.

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3. Noting the legitimacy and decision-making authority of the meeting.
4. Accepting the agenda.
5. Confirming the action plan, the budget, and the joining and membership fees for the next calendar year.
6. The election of the chairman and other members of the board.
7. The election of one or two auditors and vice-auditors.
8. Other matters mentioned in the summons.

If a member wants a matter to be dealt with in the spring or autumn general meeting, she/he must inform the board about it in writing soon enough so that the matter can be mentioned in the summons.

12. The changing of bylaws and cancellation of the association

The decision to change the bylaws and to cancel the association must be made in the association's general meeting by at least a three-quarters (3/4) majority of the votes. The summons must mention the changing of the rules or the cancellation of the association. When the association is cancelled, the assets of the association must be used to promote the purpose of the association by a means decided by the meeting. If the association becomes cancelled by the authorities, the assets will be used for the same purpose.