

Model for founding minutes

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Comments in italics

Minutes of the foundation meeting of the association [.....] with seat in [.....]

Date and time: [..]
Place: [..]
Founding members present: [..] *separate list of names and signatures*
Guests: [..]
Head of the meeting: [..]
Keeper of the minutes: [..]

Agenda items:

1. Formal resolutions
2. Founding resolution
3. Approval of the articles of association
4. Election of the executive committee and selection of auditors

1. Formal resolutions

The following persons are elected:

as head of the meeting [.....], *does not necessarily have to be the future chairperson*
as keeper of the minutes [.....]

2. Founding resolution

In accordance with art. 60 ff. of the Swiss Civil Code (CC), the assembly decides to found an association under the name of [.....], based in [.....].

3. Approval of the articles of association

The assembly approves the present draft of the articles of association and declares these articles as valid for the association.

Any amendment proposals shall be voted on individually and subsequently the amended articles of association shall be approved.

4. Election of the executive committee and selection of auditors

The following persons were elected as committee members:

[.....]

[.....]

[.....]

All those elected confirm their acceptance of the vote.

In accordance with art. [...] of the articles of association, the chairperson shall be elected by the general meeting. Accordingly, the following person is elected by the assembly as chairperson:

[.....]

In accordance with art. [...] of the articles of association, the executive committee constitutes itself and specifies the persons authorised to sign as well as the details of their signatory powers.

If the articles of association stipulate that committee members shall be elected for certain functions (vice chairperson, treasurer, actuary, etc.), these elections will be held accordingly at the foundation meeting.

The following auditors are selected:

[.....]

[.....]

The declaration of acceptance by the auditors has been submitted.

Signatures

Place, date

.....

.....

[...] Keeper of the minutes

[...] Head of the meeting

From this moment, the establishment of the association as a legal entity is valid and the association has the power to act.