# 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: 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 areselected:

[……….]

[……….]

The declaration of acceptance by theauditors 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.*