

## Model for founding minutes

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*Comments in italics*

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

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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

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### 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 [...].

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### 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.*