**Constitutive general assembly of an association**

**What should be on the Agenda ?**

No form is prescribed by Swiss law. The example below is a model that can be adapted.

*«Name of the association», «date», «place»*

1. *Welcome  
   The future Chairperson welcomes participants, lists those who have excused themselves, and circulates an attendance list.*
2. *Presentation of the aims of the association  
   Short description of the goals of the association (raison d’être, background, why the association was created…).*
3. *Approval of the statutes  
   The statutes are discussed article by article, and then approved, with or without amendment. At the end the statutes are approved as a whole.*
4. *Election of Committee members  
   Candidates for membership in the Committee present themselves to the GA, which then votes according to the system that has been selected (e.g. simple majority).*
5. *Election of the auditors  
   Candidates present themselves to the GA, which then votes. Auditors should not be Committee members.*
6. *Establishing membership fees (if any)  
   The GA votes on the amount charged for membership fees.*
7. *Establishing the legal address of the association  
   The GA decides about the address of the association*
8. *Discussion on the association's activities  
   The newly elected Committee presents the association's future activities.*
9. *Approval of the association's budget  
   The Committee presents the budget for the current year.*
10. *Miscellaneous, individual proposals  
    To discuss one by one.*

*You are invited to share a drink at the end of the general assembly.*

*Secretary: President:*