



## Checklist for founding an association

Looking to found an association? This checklist shows you the most important steps towards founding an association.

### Preliminary checks

- Check whether you will be able to find enough members to found your association.

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- Set up a preparation group.
- Decide on the association's purpose, its name and its articles of association with your co-founders.
- Choose an association account that meets your requirements (you can only open this account once you have presented the minutes from your first general meeting and your written articles of association).
- Ask people about potential roles and responsibilities (e.g. management board member).
- Get ready for your first general meeting.
- Check whether your association must be entered in the commercial register (Art. 61, para. 2 of the Swiss Civil Code). It must be entered if the association carries out any commercial activity or is subject to auditing (Art. 69b of the Swiss Civil Code).
- Check whether your association requires insurance, and if so, which one(s) (e.g. liability insurance, property insurance, vehicle insurance etc.).
- Come up with a realistic budget for your association in good time.
- Check whether your association is eligible for tax exemption due to its non-profit status, and, if applicable, submit a request to the relevant tax authority to carry out a preliminary check.

### First general meeting

- Set an agenda.
- Compile an attendance list.
- Find a location for your meeting.
- Invite the founding members to the meeting (with an agenda and, ideally, draft articles of association).
- Decide on who will give the welcome address, who will explain the association's purpose, who should chair the meeting and who should take the minutes.
- Conduct the meeting based on your agenda (e.g. record the intention to found the association, discuss and approve the draft articles of association, elect governing bodies based on these articles and so on).
- List the founding members in the minutes or attach the attendance list to the minutes.
- Get the chair of the meeting and the minute taker to sign the minutes.

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