



Articles of Association

1. Name

An association within the meaning of Art. 60 ff. of the Swiss Civil Code exist under the name "Swiss Paralegal Association" since 30 January 2003.

2. Registered office

The registered office of the association is in Winterthur, Canton of Zurich, Switzerland.

3. Purpose

The purpose of the Swiss Paralegal Association is:

- to bring paralegals together;
- to uphold and promote the reputation of the profession, by developing and recommending professional ethical guidelines;
- to define the requirements for the profession in cooperation with authorities, lawyers and other representatives of the legal profession, as well as educational institutions;
- to establish and maintain relationships and networking;
- to promote the exchange of opinions and experiences among its members;
- the creation of an information and training platform.

4. Funding

The Swiss Paralegal Association finances its activities through annual membership fees, service fees and any contributions from sponsors. It does not pursue any economic purposes and is not profit-oriented.

Membership fees are set annually by resolution of the general meeting.

The fees for services provided by the association to members and third parties are determined by the executive committee. The amount of the fees is based on the cost recovery principle.

5. Active members

Natural persons who hold a paralegal certificate from a recognised or accredited Swiss university in accordance with the HFKG¹, a federal professional certificate, an equivalent qualification from a foreign paralegal training course or who can demonstrate sufficient professional experience as a paralegal are accepted as active members of the Swiss Paralegal Association. The board decides on equivalence after consulting with experts.

Applications for membership of the association must be addressed to the Executive Board of the Swiss Paralegal Association. The Executive Board decides on the admission of members. This

¹ Swiss Federal Act regulating the funding and coordination of higher education institutions in Switzerland (Higher Education Act, HEFA)

decision is final. The Executive Board is not required to give reasons for rejecting an application. There is no entitlement to membership of the association.

The Swiss Paralegal Association maintains a membership directory with detailed information on the education, training, professional experience and specialisations of each active member.

6. Guest and collective members

Natural persons and legal entities are accepted as guest members of the Swiss Paralegal Association, from the following areas:

- Lecturers at the Zurich University of Applied Sciences Winterthur and other federally recognised universities;
- Lawyers and legal consultants;

As collective members:

- Law firms;
- Companies;
- Authorities.

7. Termination of membership

Membership in the association shall be terminated by resignation, expulsion from the association or death, as well as upon dissolution of the association.

Resignation from the association is possible by written declaration to the executive committee at the end of a calendar year. The letter of resignation must be received by 30 September at the latest.

Upon termination of membership, all membership rights and claims to the association's assets shall expire.

A member may be expelled from the association by the executive committee under the following conditions:

- for serious violations of professional ethical principles
- for disregard of the provisions of the statutes or of association resolutions
- for serious violations of the interests of the Swiss Paralegal Association
- due to non-payment of membership fees after two unsuccessful reminders

The expulsion shall take effect immediately. The decision of the Executive Board is final.

8. Obligations of members

Members of the Swiss Paralegal Association are obliged to pay membership fees, comply with the provisions of the Articles of Association and the decisions of the Association, and refrain from damaging any interests related to the purpose of the Swiss Paralegal Association.

9. Organization of the Association

The bodies of the association are constituted as follows

- The general meeting
- The Executive Board
- The Auditors
- Regional sections

Specialist committees may be formed as required.

10. General Meeting

The highest body of the association is the General Meeting. . It consists of the members present. Every duly convened general meeting, regardless of the number of members present, is quorate.

Meetings may be held online or in a hybrid format (online and in person) with members physically present. The Executive Board shall decide on the format of the meeting when convening it.

The powers of the general meeting include:

1. Election and dismissal of the Executive Board
2. Election and dismissal of the auditor
3. Approval of the annual financial statements, annual report and audit report
4. Granting of discharge to the Executive Board
5. Approval of the annual programme and budget
6. Setting of membership fees
7. Establishment of specialist committees
8. Determination and amendment of the statutes
9. Resolution on the dissolution of the association

Resolutions on all other matters reserved for it by law or the statutes or submitted by the executive committee.

11. Convening

The ordinary general meeting shall be convened by resolution of the executive committee. It shall take place once a year, usually within six months of the end of the association's financial year.

The invitation with the agenda shall be sent to the members electronically by e-mail at least 30 days before the date of the meeting.

The Executive Board or one-fifth of the members may request the convening of an extraordinary General Meeting. The corresponding request by the members must be made in writing and must contain the items to be discussed and the reasons for them.

12. Motions

Motions from members of the Swiss Paralegal Association regarding the agenda must be received by the Executive Board at least 14 days before the date of the meeting. Motions from members of the Swiss Paralegal Association to be included on the agenda must be submitted in writing to the Executive Board at least 20 days before an ordinary General Meeting. If motions are received later,

or if they are merely enquiries, they shall be discussed at the General Meeting. However, a resolution may only be passed at a subsequent General Meeting.

13. Chair and minutes

The general meeting shall be chaired by a chairperson elected from among the members of the Executive Board. Minutes shall be kept of the proceedings and shall be signed by the chairperson and the minute-taker.

14. General meeting, voting rights and passing resolutions

All active members are entitled to participate in the general meeting, and each has one vote. Votes shall be decided by a simple majority of the active members present. In the event of a tie, the chairperson shall have the casting vote. Voting and elections shall be conducted openly, unless the majority of the members present who are entitled to vote request a secret ballot or the president so decides. Guest members are entitled to participate in the general meeting but do not have voting rights.

The powers of the general meeting include:

- Election and dismissal of the executive committee
- Election and dismissal of the auditors
- Approval of the annual financial statements, annual report and audit report
- Granting discharge to the Executive Board
- Approval of the annual programme and budget
- Setting of membership fees
- Establishment of specialist committees
- Determination and amendment of the statutes
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Resolutions on all other matters reserved for it by law or the statutes or submitted by the executive committee.

15. Executive Committee in general

The Executive Board manages and represents the Swiss Paralegal Association. It is the preparatory and executive body of the General Meeting. It is responsible for all tasks that are not assigned to another body.

In particular, the Executive Board decides on the following matters:

- Convening and chairing the General Meeting
- Admission of new members
- Exclusion of members
- Drawing up the annual programme and budget
- Other matters delegated by the General Meeting Formation of project teams or committees on urgent issues
- Election of members of specialist committees
- Approval of regional sections
- All powers not delegated to another body by law or in accordance with the Articles of Association

The Swiss Paralegal Association is bound by the joint signature of two members of the Executive Board. The Executive Board must adhere to the framework of the approved budget.

16. Composition

The Executive Board consists of one or more members. The members of the Executive Board are elected by the General Meeting for a term of one year. Re-election is possible. At the end of their term of office, the incumbent Executive Board remains in office until new elections have taken place.

The Executive Board constitutes itself. It determines the signing authorities of its members.

The members of the Executive Board work on a voluntary basis but are entitled to reimbursement of expenses incurred in the performance of their duties in accordance with the expense regulations.

In urgent cases, the Executive Board may appoint up to three members to the Executive Board on its own authority (co-optation). This appointment must be confirmed at the next General Meeting.

17. Resolution

Board meetings are convened in consultation with the members of the Board. Meetings and resolutions of the Board may also be conducted in writing or by electronic means (video conference or e-mail vote) or in a hybrid form. The Board decides on the form of the meeting or resolution.

Every Executive Board meeting is quorate. The Executive Board passes its resolutions by a simple majority. In the event of a tie, the resolution is deemed rejected.

18. Regional sections

Regional sections organise various events and activities related to regional networking. Several active members within the same region have the opportunity to establish a regional section. To do so, a written application must be submitted to the Executive Board.

The Executive Committee decides whether to approve the section. This decision is final. There is no entitlement to approval.

At least one member of the respective section must be a member or deputy member of the Executive Committee. The regional sections shall keep the Executive Committee informed of their current activities. The sections may not take a political position without consulting the Executive Committee.

19. Auditors

The annual financial statements and accounts are audited annually by two auditors. Natural persons who are not members of the Executive Board may be elected as auditors. To ensure the audit, a substitute auditor is also appointed in addition to the two auditors. The association's accounts must be closed annually. The auditors shall audit the association's annual accounts and report on the results of their audit to the general meeting. The auditors shall be elected for a term of two years. Re-election is possible.

The association's financial year corresponds to the calendar year.

20. Dissolution of the Swiss Paralegal Association

The dissolution of the association shall be decided by the general meeting and requires a two-thirds majority of the members present.

If the association has assets at the time of dissolution, these shall be transferred to organisations in Switzerland and abroad with the same or similar purpose as that of the association. The last elected board shall decide on the exact use of these assets. Any claims by members to the association's assets are excluded.

21. Liability

The association's assets shall be solely liable for the association's debts. Any personal liability of the members is excluded.

22. Data

The association attaches great importance to the careful and data protection-conscious handling of member information. This data is only visible to the executive committee and will not be passed on to third parties without prior consent.

23. Non-discrimination

The Swiss Paralegal Association is committed to fair treatment and does not tolerate discrimination based on gender, origin, ethnicity, religion, disability or age in relation to employment and career opportunities. Sexual harassment will not be tolerated. If necessary, those affected may request mediation.

24. Entry into force

These Articles of Association were adopted by the General Meeting on 8 April 2025 and enter into force immediately. They replace all previous versions.

At the 3rd ordinary General Meeting on 31 August 2006, the members approved the amendment to the statutes of the Swiss Paralegal Association.
Zurich, 31 August 2006

At the 7th ordinary general meeting on 31 March 2011, the members approved the amendment to the Articles of Association of the Swiss Paralegal Association.
Zurich, 31 March 2011

At the 12th Ordinary General Meeting on 17 April 2015, the members approved the amendment to the Articles of Association of the Swiss Paralegal Association.
Winterthur, 17 April 2015

At the 22nd Ordinary General Meeting on 8 April 2025, the members approved the amendment to the Articles of Association of the Swiss Paralegal Association.
Zurich, 8 April 2025