

ALL CLUBS' PRH MUST DO ACTIONS 2018

(Supplement to Report on 2016 Club Development Forum)

Clubs are required **BY LAW** as well as a **condition of FCA Membership** to run as 'ry' associations registered with the PRH. The following is a list of actions that the clubs must undertake in order to ensure, the smooth functioning of the club, and compliance with FCA membership rules and club administration best practices.

ALL CLUBS MUST NOW IMPLEMENT THIS ACTION PLAN FOR 2018:

WHAT	HOW	WHEN	WHO
ACTIONS FOR ALL CLUB COMMITTEES:			
Obtain a copy of your club's constitutional Rules (if not already to hand) and check them against your current AGM procedure.	Online from PRH here: http://yhdistysrekisteri.prh.fi/etusivu.htx?kieli=3&oskori=NEW	NOW!	2017 Chair (You!)
Hold a proper AGM (i.e. in compliance with your Club's Rules & their required Agenda).	See Annex A (AGM Agenda Template) in Forum Report	Feb/Mar	2017 Chair
Submit properly structured copy of AGM Minutes to FCA CDO by email.	See Annex B (AGM Minutes Template) in Forum Report	15 April	2018 Chair
Update PRH Register with your 2018 Committee, Signatories & Contact Address via amendment notice (even if no change).	Online with PRH here: https://www.prh.fi/en/yhdistysrekisteri/muutosilmoitus.html	15 April	2018 Chair
FOR FCA BOARD/DEVELOPMENT OFFICER:			
Obtain and check PRH Register details against AGM Minutes for each FCA club (& provide constructive feedback on minutes).	Online enquiry with PRH here: http://yhdistysrekisteri.prh.fi/otaku.htx?kieli=3&oskori=NEW	1 - 31 May	FCA CDO
Final warning notice to clubs still needing to update PRH to do so by 16 June w/o fail.	e-mail to club, 2017 committee & PRH registered contact	By 31 May	FCA CDO
Final check with PRH for proper updates.	http://yhdistysrekisteri.prh.fi/otaku.htx?kieli=3&oskori=NEW	19 - 22 June	FCA CDO
Consider actions against clubs identified as not properly running as 'ry' association.	CDO Report & documentation to FCA Board re PRH status	1 - 31 July	FCA Board
Notification of potential FCA dismissal and/or withdrawal of 2018 league entry/playing rights for clubs failing as 'ry' associations.	e-mail to club, 2018 committee & PRH registered contact.	By 31 Aug	FCA Board