



# Rules

The Finnish original is approved, in accordance with the Universities of Applied Sciences Act, by the President of the Tampere University of Applied Sciences Markku Lahtinen (by his decision on November 10, 2020). Note: this is an unofficial translation. In case of any discrepancies, the Finnish original prevails.

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## Section 1 Students' Union

The name of the Students' Union is Students' Union of Tampere University of Applied Sciences. The Students' Union may also be referred to by the abbreviation Tamko. The Students' Union's domicile is the city of Tampere. The Students' Union's administrative language is Finnish.

The Students' Union is a self-governing public association referred to in Section 41 of the Universities of Applied Sciences Act (14.11.2014/932). The activities of the Students' Union are governed by the Associations Act (503/1989), unless otherwise provided in the Universities of Applied Sciences Act.

## Section 2 Purpose and activities

The Student's Union's purpose is to act as a link between its members and to promote their societal, social and intellectual aspirations as well as those aspirations relating to studies and the status of students in the society. The Students' Union contributes in preparing students for an active, informed and critical citizenship. The particular duties of the Students' Union are to:

- nominate student representatives to the administrative bodies of a university of applied sciences referred to in Chapter 4 of the Universities of Applied Sciences Act
- contribute, where needed, to the performance of the tasks relating to student healthcare referred to in Section 14 of the Primary Health Care Act (66/1972) and Section 17 of the Health Care Act (1326/2010); and relating to student's primary healthcare referred to in Sections 11–14 of Chapter 13 of the Health Insurance Act (1224/2004).

To fulfill its purpose, the Students' Union:

- may obtain rights in its own name, undertake commitments, own immovable property and shares, accept bequests and donations, raise funds with appropriate permissions, practice beverage serving activities, pursue business activities to fund its operation and act as a plaintiff and defendant
- organize, for example, meetings, seminars and education and discussion events as well as practice, for example, communicating and publishing activities.

## Section 3 Members

### 3.1 Full members

All students of the Tampere University of Applied Sciences may become full members of the Students' Union. A full member may resign from the Students' Union by providing a written resignation letter to the Board or in person in a Council meeting.



### *3.2 Endorsement membership*

Private individuals, firms and associations who wish to endorse the Students' Union's activities and are approved by the Board may become endorsement members of the Students' Union. An endorsement member cannot stand as a candidate or vote in the Students' Union's elections. An endorsement member cannot act as a student representative referred to in the Universities of Applied Sciences Act (14.11.2014/932 Section 41).

### *3.3 Honorary membership*

An honorary membership may be granted to a person who has significantly supported the endeavors of the Students' Union or otherwise meritoriously acted for the good of the Students' Union. The Council of the Students' Union grants the honorary memberships.

An honorary member is not required to pay membership fees. An honorary member cannot stand as a candidate or vote in the Students' Union's elections. An honorary member cannot act as a student representative referred to in the Universities of Applied Sciences Act (14.11.2014/932 Section 41).

If an honorary member later meets the requirements for a full membership and if the honorary member wishes to become a full member, the requirements concerning full membership will be adhered to.

### *3.4 Membership fees*

The Council decides annually on the following year's membership fees for full members and endorsement members and the joining fee for joining members. The membership fee is addressed as a separate item before the budget is addressed in the Council's autumn meeting. The Board of the Students' Union decides the manner in which and period within which the membership fee is collected.

The Students' Union's full members and endorsement members are required to pay the membership fee and joining fee set by the Council. A member is considered resigned if they have not fulfilled their obligations as a member or if they are a full member but no longer study at Tampere University of Applied Sciences.

### *3.5 Dismissing a member*

The Council may dismiss a member, who has by their actions either inside or outside of the Students' Union considerably harmed the Student's Union, by a majority vote of two-thirds (2/3). Concerning the dismissal of a full member, the procedure described in Sections 14–15 of the Associations Act (503/1989) will be adhered to. Concerning the dismissal of other members than full members, the Board will decide by a simple majority.

## **Section 4 Council**

The Students' Union's ultimate authority is the statutory Council. The Council's term of office is from January 1 to December 31.



The Executive Director of the Students' Union or other person appointed by the Council will act as a secretary of the Council.

The Council's duty is to:

- elect the Chairpersons and Vice Chairperson of the Council and to relieve them from their duties
- elect the Chairperson, Vice Chairperson and members of the Board and to relieve them from their duties
- nominate a student member to be elected onto the Board of the University of Applied Sciences
- elect student representatives to other multi-member bodies of the University of Applied Sciences referred to in Chapter 4
- elect auditors and deputy auditors and relieve them from their duties
- approve the budgets and determine the guidelines and instructions of the Students' Union's financial management and activities
- set the amount of the membership fees and joining fees for all members that are obligated to pay membership fees
- place on record the Students' Union's annual accounts that are prepared and presented by the Board and in compliance with the Accounting Act
- place on record the Students' Union's annual report that is prepared and presented by the Board
- decide on the approval of the annual accounts and auditor's report
- decide on discharging the Board and other liable parties from liability
- approve necessary rules
- decide on matters that signify a substantial reduction or diversification of financial activities and decide on buying, selling, mortgaging or constructing properties
- decide on investments and it may authorize the Board of the Students' Union to conduct investments
- decide on a dismissal of a full member
- decide on the Students' Union's official communication channels
- decide on the affiliation to or resignation from other associations with legal capacities.

#### *4.1 Council elections*

Twenty-one (21) members are elected onto the Council. The Council is elected by proportional list system elections from the eligible members standing as a candidate. All members with a right to vote are eligible to stand as a candidate. Only a full member of the Students' Union who has fulfilled their obligations as a member of the Students' Union has a right to vote in the Students' Union's elections. Each full member has one (1) vote in the Students' Union's elections. Voting by proxy is not allowed.

Central Election Committee appointed by the Council is responsible for organizing the Students' Union's elections, and the elections are subject to the provisions in the Election Standing Order approved by the Council.

#### *4.2 Meetings*

A Council member has one (1) vote. If a full member of the Council is prevented from attending, their vote is transferred to the next deputy member from the same list.



If the list does not have deputy members, the vote of the full member, who is prevented from attending, will remain uncast. One (1) person in the meeting can only cast one vote. If the Chairperson is prevented from attending, the Vice Chairperson will chair the meeting. A Council meeting must be convened if:

- the Board deems it necessary
- the Chairperson of the Council deems it necessary
- the Council so decides
- at least three (3) Council members request it from the Board due to a written proposal on a certain matter
- at least one-tenth (1/10) of the Students' Union's full members request it from the Board due to a written proposal on a certain matter.

A meeting requested by a member of the Council or Students' Union must be convened within two (2) weeks from the date the Board has been verifiably notified about the request concerning the matter.

A Council meeting is valid and has a quorum when the meeting is convened in the appropriate manner, the Chairperson or Vice Chairperson is present and at least half of the Council members are present. The Council may decide, in certain well-justified cases, that a Council member with a voting right may participate in a statutory meeting by means of telecommunications or other technical aid.

Participation in a meeting arranged by means of telecommunications or other technical aid is referred to as remote participation in these rules.

The members and employees of the Students' Union have a right to be present in Council meetings unless the Council decides by an absolute majority to limit the right to be present until a certain matter is addressed.

A notice of a Council meeting must be sent to all Council members and deputy members by email into an address issued by Tampere Universities no fewer than seven (7) days before the meeting. The agenda of a meeting must be made available to all the members and deputy members of the Council and to the Board no fewer than three (3) days before the meeting.

#### 4.2.1 Statutory meetings

The Council will convene annually for three (3) statutory meetings: a constitutive meeting between November 16 and December 15, a spring meeting by the end April and an autumn meeting by November 15.

A statutory meeting and meetings in which amendments to the rules are discussed must be convened by official information channels at least fourteen (14) days before the day the meeting is convened. The notice of a meeting must mention all the statutory matters discussed in the meeting. Matters not included in the notice may also be discussed in the meeting if the Council so deems by a three-fourths ( $\frac{3}{4}$ ) majority.

The following matters are addressed in a constitutive meeting:

- the composition of the Council is recorded
- the Chairperson, Vice Chairperson and other required officers are elected from among the Council



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- the Chairperson and Vice Chairperson of the Board of the Students' Union are elected for the next term of office
- the Board of the Student's Union is elected for the next term of office
- the date for the constitutive meeting of the Board of the Students' Union is set
- the Student's Union's Central Election Committee and its Chairperson are elected for the next term of office
- the Students' Union's official communication channel is decided on.

The following matters are addressed in a spring meeting:

- the Students' Union's annual report prepared by the Board is addressed
- the Students' Union's annual accounts, which are in accordance with the Accounting Act and drafted by the Board, and the auditor's report, which is drafted by the auditors, are addressed
- the annual accounts are approved
- discharging the Board and other parties liable to render accounts from liability is decided on.

The following matters are addressed in an autumn meeting:

- the plan of action for the next term of office is decided on
- the amount of the membership fee and the joining fee for the next term of office is set
- next year's budget is decided on
- auditors are elected in accordance with Section 11
- the amount of attendance allowances and the allowances of the Council and the Board for the next term of office are decided on
- the amount of full deputy members, with consideration to the size of the list, for the Council's next term of office is decided on.

#### *4.3 Resigning*

The Council may dissolve itself and provide that new elections will be conducted. The decision on dissolving the Council and conducting new elections must be made in (two) consecutive meetings, arranged at least two (2) weeks apart. The approval of the decision requires more than half of the votes of the Council in both meetings. A new Council for the remaining term of office must be elected within one (1) month from the decision to dissolve the Council. The dissolved Council will perform its duties until a new Council has constituted. If the Chairperson and Vice Chairperson of the Council resign, the Council will elect new Chairpersons from among themselves, and after election the Council will be complemented from the deputy members.

#### *4.4 Disqualification*

A Board member or employee of the Students' Union cannot act simultaneously as a Council member. If a Council member is elected onto the Board or selected to be an employee of the Students' Union, a deputy member will replace them for the rest of the term of office.



If a Council member loses their eligibility or resigns from the Council for any other reason during their term of office, or they are disqualified or otherwise prevented from attending a Council meeting, they will be replaced by a deputy member in accordance with the provisions laid out in the Election Standing Order. A council member will be deemed as resigned if they do not attend, without prior notification, three Council meetings.

## Section 5 Board

The statutory Board is the administrative and executive authority of the Students' Union. The Board's duty is to manage the Students' Union's activities, be responsible for the Students' Union's administration and supervise compliance with the regulations in force. The Board's term of office is one calendar year. The Board consists of a Chairperson, Vice Chairperson and at least three (3), but no more than nine (9), members.

The Chairperson of the Board is also referred to as the Chairperson of the Students' Union. An employee of the Students' Union cannot be a Board member, and a Council member cannot simultaneously be a Board member. The Executive Director of the Students' Union or other person appointed by the Board will act as a secretary of the Board.

### 5.1 Constitution

The constitutive meeting of the Council elects the Chairperson, Vice Chairperson, and other members of the Board of the Students' Union.

The Chairperson must be elected by more than half of the votes cast. If none of the candidates are elected by more than 50 % of the votes in the first round of voting, a second round of voting will take place. The two (2) candidates who received the largest number of votes in the first round will participate in the second round of voting. If the second round of voting is inconclusive, the winner will be determined by drawing lots.

The election of a Vice Chairperson will be conducted in the same manner as the election of a Chairperson.

If there are more candidates than seats for the last seats on the Board, and more than one candidate have received the same number of votes, a new round of voting must be conducted between the candidates that received the same number of votes. If the candidates have the same number of votes after the second round of voting, the winner will be determined by drawing lots, if any seats on the Board are left.

The Board will agree upon its internal division of responsibilities in the constitutive meeting. The date of the constitutive meeting of the Board will be set in the constitutive meeting of the Council in accordance with Subsection 4.2.1. In the constitutive meeting, the Board will decide the manner in which it will convene.

If the Council has relieved the Board of its duties, the Council will elect a new Board for the remaining term of office. If the Council relieves a Board member of their duties during their term of office, a new member will be elected for the remaining term of office, if





necessary. If the Council relieves the Chairperson of the Board from their duties during their term of office, the whole Board is also relieved from its duties, and a new Board will be elected for the remaining term of office.

If the Board resigns or is otherwise relieved from its duties, it will be responsible for the essential duties that belong to the Board until a new Board has constituted. If the Council resigns during its term of office, the Board is relieved from its duties. The Board is responsible for the essential duties that belong to the Board until a new Council and Board have constituted.

### *5.2 Board meetings*

A notice of a Board meeting will be delivered in the manner decided by the Board no fewer than seven (7) days before the meeting. If the notice is delivered later, the Chairperson must notify each Board member directly about the meeting. The agenda of a meeting must be made available to all Board members and to the Chairpersons of the Council no fewer than three (3) days before the meeting.

The Board will be convened by the Chairperson of the Board or, if they are prevented from attending, by the Vice Chairperson. A Board meeting must also be convened within seven (7) days if at least two (2) Board members request it in writing from the Chairperson.

A Board meeting is valid and has a quorum when the meeting is convened in the appropriate manner, the Chairperson or Vice Chairperson is present and at least half ( $\frac{1}{2}$ ) of the Board members are present. The Chairpersons of the Council and the employees of the Students' Union have a right to be present and speak in the Board meetings.

In its meetings, the Board may decide by a majority of three-fourths ( $\frac{3}{4}$ ) to address a matter not mentioned in the agenda. Each Board member has one (1) vote. The vote must be cast personally.

## **Section 6 Student representation in the Board of the University of Applied Sciences**

The Council of the Students' Union will elect in its meeting a student representative into the board of the University of Applied Sciences for a term of one year.

A student representative must be a student in the Tampere University of Applied Sciences that participates in studies that lead to a degree and, when required, substantiate it in an election meeting by providing an official study certificate issued by Tampere University of Applied Sciences.

If the person is eligible to participate both in the elections of employees and students, they will be entered on the electoral roll of employees, and they have the eligibility and a right to vote only in the election of employee representative of the Board of the Tampere University of Applied Sciences.

## **Section 7 Right of initiative**

Each Council member or at least six (6) members of the Students' Union have a right to





submit initiatives to the Council. The initiative must be submitted by electronic means to the Students' Union and addressed to the Council, which will deliver an opinion on it. An initiative will be considered in the next possible Council meeting. Initiatives that have been submitted 30 days before the meeting are considered in a Council meeting.

The first signatory of the initiative has a right to be heard in a Council meeting and a Board meeting. The first signatory of the initiative must be informed of the decision within thirty (30) days. The first signatory of the initiative must be informed of the decision. All full members of the Students' Union may submit initiatives to the Board.

### **Section 8 Decision-making**

The decisions by vote of the Council and the Board are made by a simple majority unless otherwise provided in the law or these rules concerning any specific matter. In the event of a tied vote, the Chairperson has a casting vote, except when electing persons, in which case the winner is drawn by lots. Persons are elected by a secret ballot. If any council member with a right to vote demands it in a meeting, voting must be conducted by a secret ballot.

### **Section 9 Employees**

The employees of the Students' Union are the Executive Director and other employees deemed necessary. The Executive Director leads the activities of the Students' Union's office and acts as a superior to the other employees.

The Executive Director is elected by the Council on the basis of a proposal by the Board. The immediate superior of the Executive Director is the Chairperson of the Board. Other matters relating to the employment of the Executive Director are decided by the Board. The election of other employees and matters relating to their employment are decided by the Board on the basis of a proposal by the Executive Director.

### **Section 10 Public access to documents and right of appeal**

The Students' Union's decisions made and documents drawn under the Section 41 of the Universities of Applied Sciences Act are public in the manner provided in the Administrative Procedure Act (434/2003) and Act on the Openness of Government Activities (621/1999). The Students' Union's other documents are public to the members of the Students' Union unless otherwise provided in the law or these rules.

The documents relating to the Students' Union's activities concerning real estate or business activities and documents that contain personal data are not public. A concerned party has the right to access the documents concerning themselves.

A proposal, report, statement, memorandum, or any other written account created among a body of the Students' Union is public unless otherwise deemed by the body under the Act on the Openness of Government Activities. A draft document is not public.



The members of the Students' Union have the right to obtain extracts from the minutes of the Students' Union's Council, Board and bodies that are public to the members of the Students' Union. A fee, of which amount is determined on the basis of criteria laid down by the Board, must be paid to the Students' Union for these extracts.

Everyone has a right to appeal against a decision made by the Council, the Board, or an election committee, on the grounds that their singular rights have been violated. A full member of the Students' Union also has a right to appeal on the grounds that a decision was made without adherence to an act, a decree or other regulations applying to the Students' Union or that the decision otherwise violates an act, a decree or regulations applying to the Students' Union.

A decision that concerns only the preparing or execution of a certain matter may not be appealed against. Concerning a decision in accordance with Section 41 of the Universities of Applied Sciences Act issued by the Students' Union, rectification may be sought in the manner provided in the Section 41 of the Universities of Applied Sciences Act concerning decisions issued by a university of applied sciences. In all other respects, the provisions in Section 32 and 33 of the Associations Act (503/1989) shall apply.

### **Section 11 Finances**

The Students' Union has the obligation to keep accounting records. The accounting shall be conducted, where applicable, in the manner referred to in the Accounting Act (1336/1997).

The Students' Union must have either an auditor and a deputy auditor appointed or an audit firm responsible for auditing of the accounts. The auditor must be a certified accountant.

The financial period of the Students' Union is one calendar year. The Board must prepare the annual accounts in accordance with the Accounting Act and submit the documents required for auditing the accounts to the auditors within three (3) months of the end of the financial period.

The Board must deliver the annual accounts, the auditor's report and reports on complaints given in the auditor's report to the Council in the notice of a spring meeting of the Council at the latest.

### **Section 12 Persons authorized to sign**

The Executive Director and the Chairperson of the Board are authorized to sign for the Students' Union together, or either of them together with a Board member.

### **Section 13 Amending the rules and validity of the rules**

The Council decides about amending these rules. The amending of these rules must be



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decided upon in two (2) consecutive meetings convened at an interval of two (2) weeks or more. The proposed amendment must receive at least two-thirds (2/3) of the total votes cast by the Council members in both meetings. The amending of the rules must be declared in the notice for the meeting.

The rules of The Students' Union enter into force by the confirmation of the President of the University of Applied Sciences and will remain valid indefinitely.

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These rules are approved in two (2) consecutive meetings of the Tamko's Council. The rules were first approved in the Council meeting on October 6, 2020 and for the second time on October 20, 2020.

The President of the Tampere University of Applied Sciences, Markku Lahtinen, has approved these rules on November 10, 2020.