

The Students' Union of Tampere University of Applied Sciences – Tamko

## Sub-association Standing Order

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## Section 1 Scope of application

This standing order is applied to the sub-associations and projects of the Students' Union of Tampere University of Applied Sciences. A student association or a club can be a sub-association. This Standing Order is also applied to other independently formed groups of persons, such as teaching or excursion groups. This Standing Order is not applied to the divisions, bodies or committees designated by the Students' Union.

## Section 2 Student associations

A student association must meet the following requirements to be granted the status of a sub-association:

- A majority of the full members, and at least three (3) of them, are members of the Students' Union.
- The purpose and activities do not contradict with the Finnish law and/or the rules of Tamko.
- The association actively recruits members.
- The association is not a student or youth organization of a political party.
- The board of the association has at least two board members and a chairperson.
- There are no other student associations for the same field of study.
- Honorary and endorsement members cannot have a voting right in the decision-making of the association.
- The association is registered in the Finnish Register of Associations kept by the Finnish Patent and Registration Office.

The application for the status of a sub-association is done via written application. The Students' Union's Board decides if a sub-association is accepted into the Students' Union's association register. The Board also has the right to remove an association from the register.

### 2.1. Sub-association's rules

A sub-association must have rules that have to be approved by the Students' Union's Board before a sub-association can be granted the status of a sub-association of the Students' Union. Student associations are in the Finnish Register of Associations kept by the Finnish Patent and Registration Office, so the rules must be in accordance with the Finnish Associations Act.

The rules of a sub-association must state:

- The name and founding date of the sub-association.
- The municipality in Finland where the sub-association is based.

- The purpose and the forms of activity of the sub-association. The purpose must be stated in such manner that a third party may understand the aim of the sub-association's activities. The purpose must be specific. The forms of activity, by which the aims of the sub-association are pursued, must also be specific.
- Any obligation of a member to pay membership and other fees to the association. Members are obligated to pay membership and other fees only if it is stated in the rules.
- The number, or the minimum and maximum number, of the sub-association's board members and auditors, and their term of office. A sub-association must have a board with a minimum of three members.
- At least one regular auditor and one deputy auditor. A board member nor any other person entrusted with a function in the administration of the sub-association cannot be appointed as an auditor.
- The accounting period of the association. The accounting period is 12 months. The sub-association must determine its accounting period, regardless of the amount of monetary transactions.
- When the sub-association's board, the operations inspector and the auditors are elected, and when the annual accounts are approved and discharging from liability for the accounts is decided. The approval of the annual accounts and discharging from liability must be decided on once a year.
- The manner in which and the period within which a meeting of the sub-association shall be convened.
- The manner in which the assets of the sub-association will be used if the sub-association is dissolved or terminated.

## **2.2. Sub-association's list of members**

A sub-association must keep an up-to-date list of all its members. For each member, the full name and a valid email address will be entered in the list. A member must also state their nationality if they are not a citizen of Finland. A sub-association must comply with the Data Protection Act (1050/2018) in all of its processing of personal data.

## **2.3. Sub-association's contact information**

A sub-association is accountable to the Students' Union for the correctness of its contact information. Sub-associations under the Students' Union must submit their contact information to the Students' Union yearly by the end of January and notify about possible changes as soon as they come into effect.

## **2.4. Removing a sub-association from the association register**

Students' Union's Board may remove a sub-association from its association register, if the sub-association has not been operational for

over 12 months, it has not submitted its contact information according to this Standing Order, or its activities contradict with the rules issued in this Standing Order.

### **Section 3 Registered students' clubs and hobby clubs**

A students' club or a hobby club must meet the following requirements to be granted the status of a sub-association:

- A majority of the full members, and at least three (3) of them, are members of the Students' Union.
- The purpose and activities do not contradict with the Finnish law and/or the rules of Tamko.
- The association actively recruits members.
- Tamko members must have the possibility to become members.
- The association is not a student or youth association of a trade union or a political party.
- The board of the association has at least two board members and a chairperson.
- The board's term of office can be no more than two years.
- Honorary and endorsement members cannot have a voting right in the decision-making of the association.

The application for the status of a sub-association is done via written application. The Students' Union's Board decides if a sub-association is accepted into the Students' Union's association register. The Board also has the right to remove an association from the register.

Registered clubs are in the Finnish Register of Associations kept by the Finnish Patent and Registration Office. A club granted the status of a sub-association must submit the annual report of the previous term and the plan of action for the current term to the Students' Union by the end of the spring term. At least half of the full members of a sub-association must be Tamko members.

#### **3.1. Sub-association's rules**

A sub-association must have rules that have to be approved by the Students' Union's Board before a sub-association can be granted the status of a sub-association of the Students' Union. The Finnish Associations Act must be taken into account concerning the rules of clubs that are in the Finnish Register of Associations kept by the Finnish Patent and Registration Office.

The rules of a sub-association must state:

- The name and founding date of the sub-association.
- The municipality in Finland where the sub-association is based.
- The purpose and the forms of activity of the sub-association. The purpose must be stated in such manner that a third party may understand the aim of the sub-association's activities. The purpose must be specific. The forms of activity, by which the aims of the sub-

- association are pursued, must also be specific.
- Any obligation of a member to pay membership and other fees to the association. Members are obligated to pay membership and other fees only if it is stated in the rules.
  - The number, or the minimum and maximum number, of the sub-association's board members and auditors, and their term of office. A sub-association must have a board with a minimum of three members. At least half of the board members must be full members of the Students' Union.
  - At least one regular auditor and one deputy auditor. A board member nor any other person entrusted with a function in the administration of the sub-association cannot be appointed as an auditor. If the financial management of the sub-association is organized in its entirety as a part of the financial management of the Students' Union, there is no need to appoint a separate auditor in addition to the Students' Union auditors.
  - The accounting period of the sub-association. The accounting period is 12 months. The sub-association must determine its accounting period, regardless of the amount of monetary transactions.
  - When the sub-association's board, the operations inspector and the auditors are elected, and when the annual accounts are approved and discharging from liability for the accounts is decided. The approval of the annual accounts and discharging from liability must be decided on once a year.
  - The manner in which and the period within which a meeting of the sub-association shall be convened.
  - The manner in which the assets of the sub-association will be used if the sub-association is dissolved or terminated.

### **3.2. Sub-association's list of members**

A sub-association must keep an up-to-date list of all its members. For each member, the full name and a valid email address will be entered in the list. A member must also state their nationality if they are not a citizen of Finland. A sub-association must comply with the Data Protection Act (1050/2018) in all of its processing of personal data.

### **3.3. Sub-association's contact information**

A sub-association is accountable to the Students' Union for the correctness of its contact information. Sub-associations under the Students' Union must submit their contact information to the Students' Union yearly by the end of January and notify about possible changes as soon as they come into effect.

### **3.4. Removing a sub-association from the association register**

Students' Union's Board may remove a sub-association from its association register, if the sub-association has not been operational for over 12 months, it has not submitted its contact information according to

this Standing Order, it has not submitted the annual report of the previous term and the plan of action for the current term to the Students' Union during the spring term, or its activities contradict with the rules issued in this Standing Order.

#### **Section 4 Unregistered students' clubs and hobby clubs**

A students' club or a hobby club must meet the following requirements to be granted the status of a sub-association:

- A majority of the full members, and at least three (3) of them, are members of the Students' Union.
- The purpose and activities do not contradict with the Finnish law and/or the rules of Tamko.
- The association actively recruits members.
- Tamko members must have the possibility to become members.
- The association is not a student or youth association of a trade union or a political party.
- The board of the association has at least two board members and a chairperson.
- The board's term of office can be no more than two years.
- Honorary and endorsement members cannot have a voting right in the decision-making of the association.

The application for the status of a sub-association is done via written application. The Students' Union's Board decides if a sub-association is accepted into the Students' Union's association register. The Board also has the right to remove an association from the register.

The sub-association does not have to be registered in the Finnish Register of Associations kept by the Finnish Patent and Registration Office. A club granted the status of a sub-association must submit the annual report of the previous term and the plan of action for the current term to the Students' Union by the end of the spring term. At least half of the full members of a sub-association must be Tamko members.

##### **4.1. Sub-association's rules**

A sub-association must have rules that have to be approved by the Students' Union's Board before a sub-association can be granted the status of a sub-association of the Students' Union. If a sub-association changes its rules, the changes must be approved by the Students' Union's Board or the person appointed for the task.

The rules of a sub-association must state:

- The name and founding date of the sub-association.
- The municipality in Finland where the sub-association is based.
- The purpose and the forms of activity of the sub-association. The purpose must be stated in such manner that a third party may understand the aim of the sub-association's activities. The purpose

must be specific. The forms of activity, by which the aims of the sub-association are pursued, must also be specific.

- Any obligation of a member to pay membership and other fees to the association. Members are obligated to pay membership and other fees only if it is stated in the rules.
- The operations inspector of the board members and the association, and the operations inspector's term of office. The sub-association must have a board with a minimum of three members. The chairperson of the board and at least half of the board members must be full members of the Students' Union. The Students' Union may appoint a representative with a right to speak and be present to the sub-association's board. The financial management is organized in its entirety as a part of the financial management of the Students' Union. There is no need to appoint a separate auditor in addition to the Students' Union auditors. Clubs may not have their own bank account or cash resources.
- The accounting period of the sub-association. The accounting period is 12 months.
- When the sub-association's board and the operations inspector are elected, and when discharging from liability for the accounts is decided. Discharging from liability must be decided on once a year.
- The manner in which and the period within which a meeting of the sub-association shall be convened.
- The manner in which the assets of the sub-association will be used if the sub-association is dissolved or terminated. After an unregistered sub-association is dissolved or terminated, its assets will be transferred to the Students' Union.
- The personal liability. A board member of a club is liable for all damage they have caused with their activities to the Students' Union. Misuse of a club's assets is also deemed as a damaging activity.

#### **4.2. Sub-association's list of members**

A sub-association must keep an up-to-date list of all its members. For each member, the full name and a valid email address will be entered in the list. A member must also state their nationality if they are not a citizen of Finland. A sub-association must comply with the Data Protection Act (1050/2018) in all of its processing of personal data.

#### **4.3. Sub-association's contact information**

A sub-association is accountable to the Students' Union for the correctness of its contact information. Sub-associations under the Students' Union must submit their contact information to the Students' Union yearly by the end of January and notify about possible changes as soon as they come into effect.

#### **4.4. Removing a sub-association from the association register**

Students' Union's Board may remove a sub-association from its association register, if the sub-association has not been operational for over 12 months, it has not submitted its contact information according to this Standing Order, it has not submitted the annual report of the previous term and the plan of action for the current term to the Students' Union during the spring term, or its activities contradict with the rules issued in this Standing Order.

### **Section 5 Community clubs**

An association that operates within Tampere University of Applied Sciences and is open to all its students may be granted the status of a sub-association of the Students' Union of Tampere University of Applied Sciences. Such sub-associations are known as community clubs. A community club must submit a sub-association application that includes at least the following attachments: an extract from the minutes of applying for the status of sub-association, the rules of the association, the latest plan of action, the budget, and the contact information of the board.

A community club must meet the following requirements to be granted the status of a sub-association:

- The rules of the community club do not contradict with the Finnish law and/or the rules of Tamko.
- The association actively recruits members.
- Tamko members must have the possibility to become members.
- The association is not a student or youth association of a trade union or a political party.
- The board of the association has at least two board members and a chairperson.
- The board's term of office can be no more than two years.
- Honorary and endorsement members cannot have a voting right in the decision-making of the association.

A student association or a guild operating in a university, the primary purpose of which is to pursue the interest of a faculty or an institution of a university, may not be granted the status of a sub-association. A community club granted the status of a sub-association must submit the annual report of the previous term and the plan of action for the current term to the Students' Union by the end of the spring term. The annual report and the plan of action must state how well the activities of the community club serve the students of TAMK, and what percentage of the club members are students of TAMK.

#### **5.1. Sub-association's list of members**

A sub-association must keep an up-to-date list of all its members. For each member, the full name and a valid email address will be entered in the list. A member must also state their nationality if they are not a citizen

of Finland. A sub-association must comply with the Data Protection Act (1050/2018) in all of its processing of personal data.

### **5.2. Sub-association's contact information**

A sub-association is accountable to the Students' Union for the correctness of its contact information. Sub-associations under the Students' Union must submit their contact information to the Students' Union yearly by the end of January and notify about possible changes as soon as they come into effect.

### **5.3. Removing a sub-association from the association register**

Students' Union's Board may remove a sub-association from its association register, if the sub-association has not been operational for over 12 months, it has not submitted its contact information according to this Standing Order, it has not submitted the annual report of the previous term and the plan of action for the current term to the Students' Union during the spring term, or its activities contradict with the rules issued in this Standing Order.

## **Section 6 Projects**

A single trip, publication, event, and so on by a narrowly defined group, such as a single student year group, is recommended to be realized as a project instead of founding a club. A group or class, of which the majority are members of the Students' Union, may realize a project under the supervision of the Students' Union. A project must meet the following requirements to be approved as a project under the supervision of the Students' Union:

- Does not contradict with the Students' Union's purpose.
- Is in compliance with the Finnish law and adheres to commonly accepted good taste.
- The realization and aim of the project have been discussed beforehand with the Chairperson or Executive Director of the Students' Union's Board, or with the person appointed for the task.
- All persons participating in the project must sign a letter of commitment that is submitted to the Students' Union in written form.
- The project has a clear objective and a finish date.
- The project has a contact person.
- A majority of the project participants are members of the Students' Union or employees of TAMK. Only members of the Students' Union can receive a project grant.
- Has a project plan, a budget, and a letter of commitment. A joint and several liability for possible post-project damage to the Students' Union is defined in the letter of commitment that all project participants must sign. A letter of commitment form provided by the Student's Union must be used. If all the project funds are not used, the remaining funds may be distributed equally between the project participants at the finish date of the project. These funds are paid as a wage income and a tax card is required. If a participant leaves in the middle of a project, they do not

have any rights concerning the funds.

## **Section 7 Grants granted by the Students' Union**

Sub-associations registered in the association register of the Student's Union and approved projects under the Students' Union may apply for and be granted an operational grant. A sub-association or a project applying for an operational grant is generally required to raise funds independently. For example, a sub-association may raise funds by charging membership fees. To be eligible for a grant, a sub-association must submit their contact information, plan of action for the coming year, and annual report of the previous term to the Students' Union's Board or the person it has appointed for the task. The Students' Union's Board, or the body appointed by it, decides on the operational grants within the limits of the budget. A grant can be applied for general operations or a specific purpose. If the grant is applied for a specific purpose, the grant must be used for the purpose applied.

If the grant is misused, the grant will be denied or recovered from the sub-association in question. The grant application must be submitted in good time. If the Students' Union's Board rejects the grant application, the applicant cannot apply for a new grant before four weeks has passed since the processing of the previous application, unless otherwise deemed for specific reasons.

### **7.1. Sub-associations**

The amount of operational grant a sub-association is granted cannot exceed €400 per year, unless otherwise deemed for specific reasons.

### **7.2. Projects**

The amount of grant a project is granted can be no more than €10 per participating Students' Union member, and no more than €200 in total, unless otherwise deemed for specific reasons. A project commits to write a final report to the Students' Union's Board after the project has been realized. One person can apply for a grant for a project once a year, unless otherwise deemed.

## **Section 8 Other regulations**

This Standing Order is applied to the sub-associations and projects seeking to operate under the Students' Union, as well as to the sub-associations and projects already under the Students' Union. This Standing Order was approved by the Council of the Students' Union of Tampere University of Applied Sciences (Tamko) in their meeting.

Approved in Tamko's Council meeting on August 31, 2020.