



Approved by the Tamko Student Council meeting on 21.3.2023

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

Sub-associations' Code of Practice

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Tampereen ammattikorkeakoulun opiskelijakunta

Kuntokatu 3, L-rakennus
FI-33520 TAMPERE
FINLAND

www.tamko.fi

Y-tunnus: 2060685-1

Facebook ja Instagram: opiskelijakuntatamko

toimisto@tamko.fi

1§ Preview

This rule applies to the sub-associations of the Students' Union of Tampere University of Applied Sciences. A sub-association can be a student association or a club. This rule also applies to other freely formed groups of persons, such as teaching and excursion groups. This rule does not apply to sections, institutions or working groups designated by the student union.

2§ Student associations

A student association that is accepted as a sub-association must meet the following requirements:

- at least three (3) of the Board members are members of the student union, memberships are checked in connection with updating contact information;
- the purpose and operations do not conflict with Finnish law or Tamko's rules;
- the association must make an active member acquisition;
- the association is not a student or youth organization of any political party;
- the Board of the association must have at least a Chairperson and 2 Board members;
- there are no other student associations for the same field of education;
- honorary and supporting members shall not have the right to vote in the decision-making of the association;
- the association is registered in the register of associations of the Finnish Patent and Registration Office.

Applications for association are made in writing with an application form. Admission to the Students' Union's register of associations is decided by the Council, which also has the right to remove a sub-association from the register of associations.

2.1. Rules of the Student Association

The student association must have rules that must be approved by the Board of the Students' Union before the student association can be approved as a sub-association of the Students' Union. Student associations are in the register of associations of the Finnish Patent and Registration Office, so the rules also take into account the Associations Act.

The rules of the student association must mention:

- the name of the student association and the date of establishment;
- the municipality of Finland where the student association is based;
- purpose and forms of operation of the student association; The purpose must be expressed in the rules so that even an outside party gets an idea of the goal that the student association aims to achieve. The purpose must be identified. The forms of operation in which the goals of the student association are pursued must also be identified.
- on the obligation of a member to pay membership fees and other fees to the association; Membership fees and other similar fees can only be charged if this is prescribed in the rules.
- the number or minimum and maximum number of members of the Board of the student association and the association's operations inspectors, as well as the term of office; The student association must have a Board of at least three members.
- at least one actual and one deputy operations inspector. No member of the Board or any other person entrusted with the administration of the sub-association may be elected as an operations inspector.
- accounting period of the sub-association; The accounting period is 12 months. The student association must determine its accounting period, regardless of the volume of financial transactions.
- when the Board of the student association, the operations inspectors are elected, the financial statements are confirmed, and the discharge is decided; The approval of the financial statements and the granting of discharge must be decided once a year.
- how and at what time the meeting of the student association must be convened;

- how the assets of the student association are to be used if the association is dissolved or liquidated.

2.2. List of members of the student association

The student association must have an up-to-date membership list of all its members, indicating each member's full name, domicile and valid e-mail address. In all processing of personal data, the sub-associations must comply with the Data Protection Act 1050/2018.

2.3. Contact information of the student association

The student association is responsible to the Students' Union for the correctness of its contact information. Student associations operating under the Students' Union must submit their contact information to the Students' Union by the end of January each year and notify the Students' Union of any changes to the contact information as soon as the changes take effect.

2.4. Removal of a student association from the register of associations

The Students' Union's Board may, by decision of the Council, remove a student association from its register of associations if the student association has no operations for more than 12 months, has not provided its contact information as agreed, or its operations are in violation of the rules defined in the regulations.

3§ Registered student and hobby clubs

A student or hobby club that is accepted as a sub-association must meet the following requirements:

- at least three (3) of the members of the Board are members of the Students' Union, memberships are checked when contact information is updated;
- the purpose and operations are not in conflict with Finnish law or Tamko's rules;

- Tamko’s members must have the opportunity to become members, excluding student clubs;
- the club is not a student or youth organization of any political party;
- the Board of the club must have at least a Chairperson and 2 Board members;
- the term of the Board may not exceed two years;
- honorary and supporting members shall not have the right to vote in the decision-making of the club;

Sub-association is applied for in writing with an application. The approval of a sub-association to the Students’ Union association register is decided by the Board of the Students’ Union, which also has the right to remove the sub-association from the association register. The registered clubs are in the association register of the Finnish Patent and Registration Office. The club, which has been accepted as a sub-association, must submit the previous term’s annual report and the current term’s operating plan to the Students’ Union by the end of the spring semester.

3.1. Rules of the Sub-Association

The Sub-Association must have rules that must be approved by the Board of the Students’ Union before the Sub-Association can be approved as a Sub-Association of the Students’ Union. The rules of the sub-associations that are in the register of associations of the National Board of Patents and Registration also take into account the Associations Act.

4§ Unregistered student and hobby clubs

To qualify as a club, a subject or hobby club must meet the following requirements:

- At least three (3) of the board members must be members of the student body;
- the purpose and activities are not in conflict with Finnish law or Tamko’s bylaws;

- Tamko members must have the opportunity to become members, with the exception of clubs for the study of subjects;
- the organisation is not a student or youth organisation of any trade union or party;
- the organisation's board must have at least a chairman and 2 board members;
- the term of office of the board of directors shall not exceed two years;
- honorary and supporting members must not have the right to vote in the decision-making of the organisation.

To apply for membership of the association, a written application must be submitted. The admission of a sub-association to the Student Union's register of associations is decided by the Student Union's Board, which also has the right to remove the sub-association from the register of associations.

A sub-association does not have to be registered in the Register of Associations of the National Board of Patents and Registration. A club that has been accepted as a sub-association must submit the activity report for the previous period and the activity plan for the current period to the Student Council by the end of the spring semester.

4.1. Rules of the sub-association

A sub-association must have bylaws, which must be approved by the Student Government before a sub-association can be approved as a sub-association of the Student Government. If a sub-association changes its bylaws, the bylaw changes must be approved by the Student Union Board or its designee.

The rules of the association must mention:

- the name of the sub-association and the date of its foundation;
- the name of the sub-association and the name of the sub-association, the name of the sub-association and the municipality in Finland where it has its seat;
- the purpose of the sub-association and the forms of its activities; the purpose must be stated in the statutes in such a way as to enable third parties to understand the objective pursued by the sub-

association. The purpose must be specified. The forms of action by which the objectives of the sub-association are to be pursued must also be specified.

- the obligation of members to pay membership fees and other dues to the association; membership fees and other similar dues may be charged to members only if the by-laws so provide.
- the term of office of the members of the board of directors of the sub-association; the sub-association shall have a board of directors consisting of at least three members. At least three
- (3) of the Board members shall be regular members of the Student Association. The Student Body may, if it so desires, appoint a representative to the Board of the Sub-Association with the right to speak and be present. Financial management shall be organised as part of the overall financial management of the Student Union, no separate auditors need to be appointed, but the Student Union's auditors shall act as auditors. Clubs are not allowed to have their bank accounts or cash.
- The financial period of the sub-association; The financial period is 12 months.
- When the board of the sub-association is elected and discharge is decided; Discharge must be decided once a year.
- how and when to convene a meeting of the sub-association;
- How must the assets of the sub-association be used if the sub-association is dissolved or dissolved? The assets of unregistered sub-associations are transferred to the student body after the dissolution or dissolution of the sub-association.
- personal liability;
- A member of the Board of Directors of the Club shall be personally liable for all acts and contracts entered into in the name of the Club.
- A member of the Board of Directors of the Club shall be liable for any damage caused by his/her actions to the Student Union. Any misuse of the Club's funds shall also be considered damage.

4.2. List of members of the club

If a register of members is kept, the maintenance of the register shall be carried out in cooperation with Tamko. In all processing of personal data,

the sub-associations must comply with the Data Protection Act 1050/2018.

4.3. Contact details of the association

The Alumni Association is responsible for the Student Union's accuracy of its contact details. Sub-associations under the umbrella of the Student Union must submit their contact details to the Student Union by the end of January each year and notify the Student Union of any changes to their contact details as soon as the changes take effect.

4.4. Removal of a sub-association from the register of associations

The Board of the Student Union may remove a sub-association from its register of associations if the sub-association has not been active for more than 12 months, has not submitted contact details as agreed, the activity report for the previous period and the action plan for the current year to the Student Union during the spring semester or if its activities are not by the rules laid down in the Statutes.

5§ Community clubs

A registered association operating at Tampere University of Applied Sciences, whose activities are intended for all students of Tampere University of Applied Sciences, can be accepted as a sub-association of the Tampere University of Applied Sciences Student Union. Such a sub-association shall be called a community club. A community club must submit an application for a sub-association, including at least the following attachments: the minutes of the application for sub-association, the statutes of the organisation, the latest action plan, the budget and the contact details of the board of directors.

To be approved as a sub-association, a community club must meet the following requirements:

- the rules of the community club must not conflict with Finnish law or the rules of Tamko;

- The community club must recruit members from among Tamko's members;
- members of Tamko must have the possibility to become members;
- the organisation is not a student or youth organisation of any trade union or party;
- the organisation's board must have at least a chairman and 2 board members;
- the term of office of the Board of Directors must not exceed two years;
- honorary and supporting members must not have the right to vote in the decision-making of the organisation.

A student association or guild at the university whose main function is to promote the interests of the students of a faculty or department of the university cannot be recognised as a fraternity or sorority.

5.1. List of members of the association

If a list of members is maintained, the processing of personal data must comply with the Data Protection Act 1050/2018.

5.2. Contact details of the association

The Association is responsible to the Students' Union for the accuracy of its contact details. The sub-associations under the umbrella of the Student Union must submit their contact details to the Student Union by the end of January each year and notify the Student Union of any changes to their contact details as soon as the changes take effect.

5.3. Removal of an association from the register of associations

The Board of the Student Union may remove a sub-association from its register of associations if the sub-association has not been active for more than 12 months, has not submitted contact details to the Student Union as agreed during the spring semester or if its activities are not by the rules laid down in the Statutes.

6§ Grants awarded by the Students' Union

Sub-associations registered in the Student Union's register of associations can apply for and receive an operating grant. As a rule, a sub-association applying for an operating grant must also have its fundraising activities. A sub-association may raise its funds, for example by collecting membership fees.

To be eligible for a grant, a sub-association must submit its contact details, its activity plan for the coming year and its activity report for the previous period to the Board of the Students' Union or to the person designated by the Board for that purpose. Grants are decided within the framework of the Student Union's budget by the Student Union Board or a body designated by it. Grants may be applied for general activities or a specific purpose. If a grant is requested for a specific purpose, the grant must be used for the purpose requested. Any misuse of the grant will result in the refusal or repayment of the grant to the sub-association concerned. The grant application must be submitted in good time. In the event that the Student Union Board rejects an application for a grant, the applicant may apply for the grant the next time at the earliest four weeks after the date of the previous application, unless otherwise decided for special reasons.

6.1. Associations

A club cannot receive an operating grant of more than 400,00€ per year unless otherwise decided for specific reasons. The grant application must be submitted to Tamko in the spring semester.

7§ Other regulations

This statute applies to sub-associations seeking to become part of the Student Union and to sub-associations already admitted to the Student Union. This statute has been approved by the Tampere University of Applied Sciences Student Union Tamko Assembly.

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