

The Student Union of Turku University of Applied Sciences – TUO

RULES

Section 1 Student Union

The name of the student union is Student Union of the Turku University of Applied Sciences – TUO (Turun ammattikorkeakoulun opiskelijakunta – TUO). The student union may also be referred to by the abbreviation TUO. The place of domicile of the student union is Turku. The language of the student union is the language of teaching and degrees defined in the operating licence of the university of applied sciences.

The student union is an autonomous body.

The student union operates on the basis of Section 41 in the Act on Universities of Applied Sciences (932/2014). The Finnish Associations Act (503/1989) shall be applied to the operations of the student union, unless otherwise is decreed by the Act on Universities of Applied Sciences or other legislation.

Section 2 Purpose and Activities



The purpose of the student union is to supervise the interests of students in matters regarding them, in general and at the university of applied sciences, and to participate in other activities of the university of applied sciences. The task of the student union is to act as a link between its members and promote their societal, social and intellectual aspirations as well as their aspirations regarding studies and the societal status of students.

The particular task of the student union is to elect student representatives to statutory bodies and to participate in other statutory tasks.

More detailed instructions for naming student representatives are provided in the student union's rules of administration and procedure.

The student union may acquire rights in its name, make commitments, own land and property, hold shares, receive legacies and donations, raise funds under appropriate permissions, engage in business to finance its activities and act as plaintiff and defendant.

Section 3 Members

Students who study in a degree programme at Turku University of Applied Sciences and have enrolled as present may become members of the student union. In addition, exchange students participating in degree-oriented education at Turku University of Applied Sciences may join the student union. The student union may also approve students from other universities of applied sciences as members.

The student union may also include supporting and honorary members. Those individuals and legally competent communities who wish to support the student union operations and who are approved as supporting members by the Board may join as supporting members.

The Representative Body of the student union may invite persons who have significantly promoted the objectives of the student union as honorary members. The decision on the approval of an honorary member shall be made in the Representative Body meeting by at least a two-thirds (2/3) majority.

Permanent members and supporting members shall be responsible for paying a membership fee and handling fee imposed by the Representative Body. Honorary members shall not pay any handling or membership fee. A member who has not paid their membership fee within 60 days of the expiry of the validity of the previous membership fee shall be regarded as resigned. A member who no longer meets the membership requirements shall be under obligation to immediately resign. The Representative Body may by a two-thirds (2/3) majority expel a member who has with their actions within the student union or outside it caused significant harm to the student union.

Section 4 Membership Fee

The Student Union Representative Body imposes an annual membership fee as well as a handling fee for new members.

The membership fee is of equal amount to all permanent members of the student union.

The Board of the student union decides on the details of the payment procedure.



Section 5 Representative Body

The decision-making authority in the student union shall be held by the Representative Body. The term of office for the Representative Body is one calendar year. The Executive Director of the student union shall act as the secretary of the Representative Body. If the Executive Director is prevented, the Representative Body may invite a secretary for the meeting.

The responsibilities of the Representative Body shall be to:

- elect and relieve the Chairperson and Vice Chairperson of the Representative Body
- elect and relieve the Chairperson, Vice Chairperson and members of the Board
- elect a student representative for the Board of Turku University of Applied Sciences
- elect student representatives for other multi-member bodies of Turku University of Applied Sciences as referred to by Chapter 4 in the Act on Universities of Applied Sciences
- appoint and relieve the auditor and their deputy auditor or a corporation responsible for auditing
- adopt the budget and operating plan and define the general guidelines for the finances and operations of the student union
- determine the amount of the membership fee and the handling fee
- make a record of the annual report of the student union prepared by the Board
- decide on the approval of the financial statements and on discharging the Board and other liable parties from liability
- approve the necessary regulations and other rules it deems necessary
- decide on matters that signify a notable reduction or expansion of financial activities
- decide on purchasing, selling, mortgaging or building of properties and shares, and
- decide on the student union's official methods of communications.

Thirty-one (31) members and the maximum of thirty-one (31) deputy members shall be elected to the Representative Body. The Representative Body elections shall be arranged adhering to proportional representation and using a list system of eligible members presenting as candidates. Anyone with the right to vote is eligible to become a member of the Representative Body. All members have the right to vote. Honorary and supporting members do not have the right to vote.

The Representative Body election shall be arranged by using candidate lists in such a manner that each vote is given to a listed candidate, which results in the situation that the candidate with most votes on each list shall receive the ballot for the list in question as their comparative index, the candidate with the second highest number of votes shall have half (1/2) of the ballot as their comparative index, the candidate with the third highest number of votes shall have one-third (1/3) of the ballot, et cetera. The candidates shall be elected following the order of their comparative indexes.

The responsibility for arranging the student union elections lies with a central election committee elected by the Representative Body. Elections are described in more detail in the rules of administration and procedure approved by the Representative Body.

Each Representative Body member has one (1) vote. The vote is person-specific and non-transferable.



A student union Board member or employee cannot simultaneously act as a member of the Representative Body. If a member of the Representative Body is elected to the Board or employed by the student union, a deputy member shall replace them in the Representative Body for the duration of their service for the Board or as an employee.

If a Representative Body member forfeits their eligibility or for other reason resigns from the Representative Body during their term of office, or is indisposed or for other reason unable to participate in a Representative Body meeting, they shall be replaced by a deputy member as described in more detail in the rules of administration and procedure.

The Representative Body may dissolve itself and call for a new election. The decision on the dissolution of the Representative Body and arranging a new election must be made in two (2) successive meetings held at intervals of the minimum of two (2) weeks. The adoption of the decision requires over half of all of the Representative Body votes in both meetings. A new Representative Body shall be elected within one (1) month of the decision on the dissolution for the remaining term of office.

The dissolved Representative Body shall continue conducting its responsibilities until the new Representative Body is in place.

Section 6 Convening of Representative Body

The Representative Body shall convene annually in at least three (3) statutory meetings: organization meeting prior to the start of its term of office; spring meeting in February–April; and autumn meeting in October–November.

In the organization meeting, the following matters will be debated:

- the composition of the Representative Body shall be verified
- the Chairperson, Vice Chairperson and other necessary actors for the following year shall be elected out of the Representative Body members
- the Chairperson for the student union Board shall be elected for the following year
- the Vice Chairperson for the student union Board shall be elected for the following year
- the student union Board shall be elected for the following year
- the central election committee shall be elected for the following year
- the financial committee shall be elected for the following year
- the decision shall be made on the method of publically notifying of the meetings.

In the spring meeting, the following matters shall be debated:

- the student union's annual report prepared by the Board shall be presented
- the financial statements prepared by the Board pursuant to the Accounting Act and the auditors' report made by the auditors shall be presented
- the financial statements are confirmed and the consequent measures shall be decided upon
- a decision shall be made on the discharge of liability of the Board and other liable parties
- the amount of the membership fee and the handling fee for the following year shall be determined.

In the autumn meeting, the following matters shall be debated:

- the operating plan for the following year shall be decided upon
- the budget for the following year shall be decided upon
- the auditor and a deputy auditor or a corporation responsible for auditing shall be appointed



- the amount of the possible attendance allowances and the remuneration for elected officers for the following year shall be decided upon.

The Representative Body meeting is legal and has a quorum when the meeting has been appropriately convened and the Chairperson or Vice Chairperson and at least ten (10) Representative Body members are present.

The Representative Body convenes at the invitation of the Board or the Chairperson of the Representative Body.

The meeting of the Representative Body shall also be convened if the Representative Body so decides or when at least three (3) Representative Body members request a meeting in writing from the Board to discuss a specified matter.

The extraordinary meeting shall be held within three (3) weeks of the date on which the Board was verifiably notified of the request concerning the matter.

The student union members and employees shall have the right to attend the Representative Body meetings unless the Representative Body through an absolute majority decides to restrict the attendance right for the duration of the handling of a particular matter. The employees of the student union shall additionally have the right to speak in the Representative Body meetings.

The operations of the Representative Body are described in more detail in the student union's rules of administration and procedure.

Section 7 Board

The Board shall hold the administrative and executive power in the student union. The responsibilities of the Board are to lead the student union's operational activities, to be accountable for the administration of the student union and to ensure that the regulations in force are observed. The term of office of the Board is one calendar year.

The Board consists of the Chairperson, the Vice Chairperson as well as at least three (3) and the maximum of six (6) members. An employee to the student union may not act as a member of the Board. The Executive Director of the student union shall act as the secretary of the Board. If the Executive Director is prevented, the Board may invite a secretary for the meeting.

The organization meeting of the Representative Body elects the Chairperson, Vice Chairperson and other members for the Board of the student union. The Chairperson must receive more than half of the votes cast in the election. The organization meeting of the Board must be held prior to the beginning of its term of office. In the organization meeting, the Board agrees upon its internal division of responsibilities.

The Board meeting is legal and has a quorum when the meeting has been appropriately convened and the Chairperson or Vice Chairperson and at least half (1/2) of the Board members are present. The Vice Chairperson of the Board shall be counted as a Board member when the Chairperson is



present. The Chairperson and Vice Chairperson of the Representative Body shall have the right to attend and the right to speak in Board meetings.

With a minimum of three-fourths (3/4), the Board may decide to debate a matter that is not included in the notice of the meeting.

Each Board member shall have one (1) vote. The vote is person-specific and non-transferable.

If the Representative Body has discharged the Board or a Board member from their duties in the middle of the term of office, a new Board or Board member shall be elected for the remaining term of office. If the Representative Body discharges the Chairperson of the Board from their duties during their term of office, the entire Board is automatically discharged and a new Board shall be elected for the remaining term of office.

If the Board resigns or is discharged from its duties for some other reason, it shall continue performing its most urgent duties until a new Board is in place.

If the Representative Body is discharged during its term of office, the Board shall resign.

The operations of the Board are described in more detail in the student union's rules of administration and procedure.

Section 8 Convening Meetings

A notice of a meeting of the Representative Body shall be sent by email to the address provided by the Representative Body member no later than seven (7) days prior to the meeting to all members of the Representative Body and, in addition, the meeting shall be communicated in public in the manner determined by the Representative Body of the student union. All matters to be debated in the meeting must be mentioned in the notice of the meeting. Matters not included in the notice of the meeting may also be discussed in the meeting if the Representative Body so decides with a majority of three-fourths (3/4). However, a decision on the dissolution of the Representative Body may not be made unless the matter is included in the notice of the meeting.

The Board shall be summoned by the Chairperson of the Board or, if they are prevented, the Vice Chairperson. The Chairperson shall also summon the Board whenever at least two (2) Board members requests this in writing.

The notice of the organization meeting of the Board must be sent by email to the address provided by the Board member no later than seven (7) days prior to the meeting to all members of the Board. The Board shall decide in its organization meeting the method of convening the meetings.

Section 9 Right of Initiative

All members of the Representative Body or at least three (3) members of the student union have the right to make proposals to the Representative Body. The proposal shall be addressed to the Board, who will make a statement of the proposal. The proposal shall be debated in the next possible Representative Body meeting.



The first signatory of the proposal has the right to be heard in the meeting of the Representative Body and the Board. The first signatory of the proposal must be notified of the decision.

All members of the student union have the right to make proposals to the Board. The first signatory of the proposal must be notified of the decision.

Section 10 Decision-making

The decisions of the Representative Body are made through a simple majority of votes cast, unless otherwise is decreed in relation to any matter by the legislation or these rules. If the vote is tied, the vote of the Chairperson is decisive, except for the election of individuals, in which case the matter is resolved through the drawing of lots. Elections of individuals are carried out by using a secret ballot. The election must be conducted by a secret ballot if at least one member in the meeting with the right to vote so requests.

Section 11 Electronic Decision-making

The decision-making of the Board and the Representative Body of the student union may be arranged by means of telecommunications or other technical aid. The use of electronic decision-making is described in more detail in the student union's rules of administration and procedure.

Section 12 Membership Vote

A matter under the decision-making authority of the Representative Body that is not a matter referred to in section 23 (1) in Associations Act shall be subject to a general vote by the members if at least two-thirds (2/3) of all Representative Body members so demands in a vote.

The membership vote concerns a proposal approved by the Representative Body. The proposal may be either approved or rejected.

Membership voting is described in more detail in the student union's rules of administration and procedure.

Section 13 Student Representatives in the Board of Turku University of Applied Sciences

The student union's Representative Body elects a student representative in its meeting for the Board of Turku University of Applied Sciences.



The student representative must be a degree student at Turku University of Applied Sciences and if necessary demonstrate this with a certificate of studies provided by Turku University of Applied Sciences.

If the person is eligible both in staff and student elections, they shall be included in the final electoral register of the staff and they are eligible and have the right to vote solely in the election of the staff representative for the Board of Turku University of Applied Sciences.

Section 14 Employees

The student union has an Executive Director and a necessary number of other employees in an employment relationship. The Executive Director acts as the superior for other employees and manages the basic operations of the student union. The other duties of the employees are further specified in the student union's rules of administration and procedure.

The election of the Executive Director and other matters relating to the employment relationship of the Executive Director are decided upon by the Board. Other employees are appointed and the matters relating to their employment relationships are decided upon by the Board in accordance with the proposal by the Executive Director.

Section 15 Publicity of Documents and Right of Appeal

As regards to the publicity of the operations of the student union pursuant to section 41 in the Act on Universities of Applied Sciences, the provisions of the Act on the Openness of Government Activities (621/1999) on the activities of the authorities referred to in section 4 (1) of said Act shall apply.

The other student union documents are accessible to student union members, unless otherwise specified by legislation or these rules.

The documents relating to the real estate or business activities of the student union and concerning private individuals are not public. The concerned party has the right to access the documents concerning themselves.

However, proposals, drafts, reports, statements, memoranda and other such documents created by a body of the student union are public, unless otherwise decided upon by the body.

A document that is still being drafted is not public.

The student union members have the right to access extracts of the minutes of the meetings of the student union's Representative Body, Board and other bodies that are accessible to the student union members. These extracts are subject to a fee, the grounds for which are determined by the Board. The payment shall be made to the student union.

A decision concerning student union administration may be appealed to the body that made the decision. The appeal process is further described in the rules of administration. A decision on a claim for rectification may be appealed to the Administrative Court as set out in the Administrative Judicial Procedure Act (586/1996). A decision by the Administrative Court may not be appealed. In all other respects, the provisions of the Associations Act (sections 32 and 33) shall apply.



Section 16 Authority to Sign

An authorized signature on behalf of the student union is written either by the Executive Director and the Chairperson of the Board together or by one of them together with the Deputy Chairperson of the Board, a Board member or the Chairperson of the Representative Body.

Section 17 Finances

The student union is subject to the bookkeeping obligation. The bookkeeping shall be conducted, where applicable, in the manner referred to in the Accounting Act (1336/1997).

The student union shall either have an auditor and a deputy auditor appointed or a corporation responsible for auditing of the accounts. The auditor must be a certified public accountant.

The financial period of the student union is the calendar year. The Board shall prepare the financial statements in accordance with the Accounting Act and submit the documents required for auditing the accounts within three (3) months of the end of the financial period.

The auditors shall deliver the audit reports to the Board within two (2) weeks of receiving the financial statements and the documents related.

The Board shall deliver the financial statements and the audit report to the Representative Body with the notice of the spring meeting of the Representative Body at the latest.

Section 18 Amendments to the Rules

Any amendments to these rules shall be decided upon by the Representative Body. The amendments shall be decided upon in two (2) consecutive meetings held at an interval of two (2) weeks or more. In each meeting, the proposed amendment must receive at least two-thirds (2/3) of all Representative Body votes.

These rules were adopted in the meetings of the Representative Body of the Student Union of Turku University of Applied Sciences held on 21 March 2018 and 18 April 2018. The Rector of Turku University of Applied Sciences has confirmed the rules on 15 May 2018, as of which they are in effect.

