

## Sample rules

*The purpose of these sample rules is to help new associations established within Aalto University Student Union. The sample rules have been made as simple as possible and that is why they are particularly suitable for small associations. Special cases are addressed in the comments, which are marked in italics in this document.*

*The existing associations may change their rules in accordance with the sample rules but the Student Union does not require this if the rules meet the requirements of AYY's association register.*

*Rules must be in accordance with the Finnish Associations Act and good manners. The association must always act in accordance with its rules, but the rules are not the last word in all activities. If a matter is not mentioned in the rules, the association should consult the Associations Act. In all unclear situations and interpretation problems, it is advisable to contact AYY's organisation sector ([jarjestoasiat@ayy.fi](mailto:jarjestoasiat@ayy.fi), tel. 050 520 9442).*

## I GENERAL INFORMATION

**Section 1** The name of the association is \_\_\_\_\_ and the place of domicile is \_\_\_\_\_.

*The name must stand out from other associations and companies.*

*If the association is registered in the association register of the Patent and Registration Office (PRH), the letters ry (registered association) are added after the name. Registration is not required in order to join AYY's association register.*

*Domicile is an optional municipality where the association operates. Association meetings are usually held in the place of domicile.*

*This section may also determine the language of the association. Administrative and operating languages may be determined separately for the association. If neither of the languages is specified, the default language is Finnish or Swedish. The association may operate in the preferred language. However, if the association wants to join the association register of the Patent and Registration Office, the rules must be written in Finnish or Swedish.*

**Section 2** The purpose of the association is to bring together Aalto University students interested in \_\_\_\_\_ and to promote general knowledge about \_\_\_\_\_ within the University. In addition, the association supports its members' interests and development in \_\_\_\_\_.

*The purpose must explain why the association exists and what its objectives are. The above-mentioned is only one possible phrasing, which can be freely modified to suit the association.*

**Section 3** In order to achieve its purposes, the association may organise social evenings, excursions and study circles, collect and deliver information on \_\_\_\_\_ and cooperate with other associations.

*The purpose and the form of activities are the most important sections of the rules and it is advisable to consider them carefully.*

*The purpose and activities must indicate whether the association promotes common good and is a non-profit association. In this case, the association does not have to pay taxes even if income would be higher than costs. The organising of financial benefits for the members may prevent the non-profit aspect. Ultimately, the matter is decided by the tax office. If the association is non-profit, it does not have to fill in the tax return if not separately requested.*

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*If the association acquires the business ID, it will certainly be requested to submit a tax return. Small associations can usually manage without the business ID.*

## II MEMBERS AND FEES

**Section 4** A person who wants to become a member must notify the board, which approves the members. A member of Aalto University Student Union may be approved as Aalto member, others as \_\_\_\_\_ members. Only Aalto members have the right to vote in the association meetings.

*New members are approved in the board meeting. Names of the approved members must be recorded in the minutes of the meeting or its attachment.*

*The board is obliged to maintain a current list of members, which shows at least a member's name and domicile.*

*The board has a complete freedom to accept and reject membership applications. It is not compulsory to accept a person as a member: persons outside the association do not have to be treated equally.*

*Entry to the first list of AYY's association register (and its benefits) requires that all AYY's members have an equal opportunity to become members of the association.*

*Names of member groups can be chosen freely (e.g. student members and other members / actual and support members...). The association may determine more member groups than the two options described here or may not have any member groups and provide the same status for all members.*

*One requirement for associations in the first list of AYY's register is that at least 60% of the members entitled to vote must also be members of AYY. That is why the division into Aalto and non-Aalto members is suggested in this section. Specified member groups facilitate the determination of the percentage: when determined in this way, all members who are entitled to vote are members of Aalto.*

*The section must separately determine the right to vote for each member group. If there are no member groups (i.e. all members are equal), the last sentence may be omitted or the phrasing can be, for example, "Each member has the right to vote in the association meetings."*

*Members are not automatically transferred from one group to another and the board may not transfer them without a separate permission (when Aalto member graduates, for example). Rules may not include the automatic transfer from one member group to another. If a member himself/ herself does not ask for the transfer, the board must expel the member.*

**Section 5** The association may collect membership fees once a year. The amount of the membership fee may be different for different member groups. The board may state that a member has resigned if the membership fee is overdue more than six months.

*The membership fee is only compulsory for members if it is mentioned as compulsory in the rules. With this phrasing, the association meeting may freely decide on the membership fee.*

*The board may also be gentler and only expel members when they have failed to pay two consecutive membership fees. The phrasing "may" allows the board and the association to determine their own practices.*

*It is not permitted to give a discount or exemption from the membership fee, unless separately determined in the rules. The easiest way to provide exemptions for members who are abroad, in the army or civil service is to consider a member resigned when they have failed to pay membership fees in two consecutive years.*

*Member groups refer to groups defined in the previous section (Aalto members, etc.) This phrasing allows the association to add a new group to the rules later without having to change this section.*

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*All members must be treated equally, therefore all who have neglected payments in the same way must be expelled on the same principle. The neglect is considered to start when the due date has passed.*

**Section 6** The board may expel a member who does not meet the member conditions or has caused damage to the association or other members. The member concerned has the right to be heard before the decision is made.

*A member can resign at any time by notifying the chair, board or the association meeting. The resignation enters into force immediately when the notification has been received. This is provided in the Associations Act and does not have to be separately entered in the rules.*

*Expelling may be a routine procedure (annual expelling of members who have not paid the membership fee or reaction to a special case (troublemaker). Members must be treated equally, i.e. persons guilty of the same behaviour must be expelled at the same time.*

*If the association wants, this section may determine rights for the expelled members as follows: "The expelled member may request that the matter is re-addressed in the association meeting. The request must be made within one month of the decision of the board and the board must organise the association meeting within one month from the submission of the request."*

*The association meeting cannot revoke the decisions of the board unless specifically provided in the rules. Therefore, if the association wishes to leave this option open, it must be entered here.*

*The phrasing has been deleted from the model rules, as there is rarely the need for a separate right to appeal in small associations. If the board expels members out of spite, the procedure is to change the board instead of the annulment of the expelling of a single member.*

*In special cases, it is advisable to contact AYY's organisation sector or PRH's legal services.*

*The right to be heard means that a person must be notified about the expelling threat in advance and they must be invited to the board meeting, which decides on the issue, for example. The board cannot expel a member in secrecy. The hearing obligation does not apply to those who are expelled due to the neglect of membership fees or if the membership conditions are not met, as these are separately provided in the rules. Naturally, it is polite to inform the members of the date by which the membership fee must be paid if they want to remain as members.*

### III MEETINGS

**Section 7** Association meetings are convened at least one week in advance by publishing the invitation on the mailing list of the association.

*The invitation must include the time, place and issues to be addressed in the meeting. Important issues (such as rule amendments and the dissolution of the association) cannot be decided if they are not mentioned in the meeting invitation. These issues are specified in more detail in Section 23 of the Associations Act.*

*The association may determine in the rules if the meeting can address new urgent matters outside the agenda. If this is not separately specified, matters may be added to the agenda only by the simple majority of votes.*

*If the association wishes to include new matters in the rules, the association may add "Matters considered at the meeting" section to the rules and determine, for example, the following: "The meeting may also address matters outside the agenda, which the meeting declares urgent by the five-sixth (5/6) majority."*

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*Association meetings must be convened precisely according to the rules, otherwise the meeting is illegal. If the association has a website or an official notice board, it is recommended to determine that the meeting invitation is also published on those. For example: "...by publishing an invitation on the association's mailing list and website".*

*If the publication of the agenda is forgotten or delayed, the meeting cannot be held but must be moved to a later date.*

*The association meeting is mostly convened by the board. The board may also convene the meeting when they wish to do so by deciding on the convening at their own meeting.*

*The association meeting may also decide on the convening of the association meeting by deciding on the time, location and matters to be addressed at the meeting. In this case, the board is responsible for forwarding an invitation to the members. The meeting is legally convened even if the board forgets to deliver the invitation.*

*In accordance with the Associations Act, at least 1/10 of the members may require the board to convene the association meeting to address a certain matter (the expelling of the board, for example). If the association wants to have the possibility to convene the meeting by a smaller share of the members, it must be separately expressed here. A typical phrasing is, for example:*

*"The board must convene an association meeting if 1/10 of the members or at least 10 persons so request in writing in order to address a separate matter." The phrasing protects the association if the board is unsuitable and the association wishes to expel the board. In small associations, the phrasing is unnecessary.*

*Association meetings cannot be held as online meetings and members cannot participate electronically, unless this has been specifically provided in the rules.*

**Section 8** In the spring meeting in February-March, the annual report and financial statements of the previous year are confirmed and a decision is made on the discharge of liability to those who have been responsible for the administration of the association in the previous year. In addition, the plan of action and budget are approved and the amount and due date of the membership fee is decided.

*Spring and autumn meetings are so-called statutory meetings, as their existence and the agenda has been determined in the rules. All other meetings held during the year are additional association meetings, which can be convened when necessary in a manner specified in the previous section.*

*The meeting invitation of spring and autumn meetings can therefore only state that the meeting will address statutory issues, as the specific agenda can be found in the rules.*

*The association is also allowed to determine only one meeting as the statutory meeting, which addresses all matters specified in Sections 8 and 9. In this case, the meeting is typically held in December-February. In this case, the period between annual meetings must be separately determined as the term of office of the board and operations inspectors.*

*The financial statements should be prepared well in advance, as associations can apply for AYY's operating grants in March. The financial statements are a compulsory appendix in the operating grant application. The financial statements are always signed by a new, current board, even though the board of the previous year is actually responsible for the matters.*

**Section 9** In the autumn meeting in November-December, the chairperson and the rest of the board and operations inspectors are elected for the next calendar year.

*Board members are elected one group at a time as specified in the rules, depending on who are listed in this section and later in the composition of the board. In this example, only the chairperson is elected separately, the board may allocate other positions and duties among the board members. Therefore, other members cannot be appointed one by one with this phrasing. A person*

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*cannot be appointed as the secretary, as the position in question is not determined in the rules. Typically, the board is organised in the first meeting and the board elects at least a treasurer and a secretary.*

*A board member does not have to be an association member, unless specifically determined in the rules. In accordance with the Associations Act, the chairperson must be a member of the association.*

*Operations inspectors do not have to be association members.*

#### IV FINANCES

**Section 10** The board consists of 3-\_\_ members, including the chairperson. The board has a quorum when at least half of the persons elected to the board, at least three persons, are present.

*In small associations (if the board consists of the maximum of six persons), the section may be phrased more simply: "The board has a quorum when three members are present."*

*It is very essential that the rules do not allow two-person meetings in any special case. In the board meeting, the chairperson's vote always decides in case of a tie. Therefore, in two-person meetings, the chairperson practically decides on everything, which is not good for the association operations. That is why "at least three members" is added to the sample phrasing.*

*"The half" required for a quorum is determined on the number of persons elected to the board in the election meeting. Therefore, if two persons resign from the eight-person board during the year, the limit for a quorum in the board meetings is still four and does not decrease to three.*

*The maximum number of the board members may be freely exceeded.*

*If the association wishes to separately elect a secretary, treasurer or similar in the association meeting, their position must be separately determined in this section and in Section 9 of Chapter III. They do not have to be members of the board.*

*Vice members may also be elected to the board, but only if their number is mentioned in this section. In small associations, vice members are practically unnecessary.*

*The board decides, typically at its first meeting, how the board meetings are convened. One good option is that the chairperson convenes the meeting at least one day earlier in the mailing list of the board.*

*The board meetings may also be held electronically or as email meetings if all the board members agree. This does not have to be imposed in the rules.*

**Section 11** The board may elect a vice chairperson from among the board members to attend to the duties of the chairperson, when the chairperson is unable to attend or disqualified.

*Being unable to attend means that a person cannot attend the meeting due to some reason. Disqualified means the same as challengeable, i.e. the person cannot participate in decision-making because the person or his/her relatives may benefit financially or the person's private interests may be in conflict with the interests of the association.*

*The general rule is that the chairperson or any member of the board must not participate in decisions that would bring financial benefits to him/her or his/her relatives or when his/her private interests may be in conflict with the interests of the association. Members of the board may disqualify themselves for a certain meeting item or the entire meeting or the rest of the board (or the chairperson) may determine the person disqualified to participate in decision-making and/or discussion.*

*The board itself elects the vice chairperson, which can be changed in the middle of the year based on the board's decision. The chairperson may only be change in the association meeting. If the chairperson or the vice chairperson cannot attend the board meeting, the board elects a temporary chairperson for the meeting at the beginning of the meeting.*

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**Section 12** The name of the association is signed by the chairperson or a person authorised by the board.

*The agreement made by the person entitled to sign on behalf of the association is binding for the association, that is why you should be careful when granting the right. The right to sign the name must be specifically determined in the rules. It is particularly useful for the chairperson and the treasurer.*

*It is advisable to maintain the board's right to grant the permission to sign. In this case, the board may also determine the right to sign only for a particular case (to persons in charge of the anniversary in order to sign facility rental agreements, for example).*

*In larger associations, the right to sign is typically determined for more people at once. The general phrasing is, for example: "The name of the association is signed by the chairperson or the vice chairperson together with another board member."*

*A registered association must inform PRH about the persons who are entitled to sign on behalf of the association. The notice of the persons entitled to sign must always be delivered when the persons change. The notification is chargeable.*

**Section 13** One person independent from the board is appointed as the operations inspector and one person is appointed as his/her deputy.

*It is advisable to appoint operations inspectors if the association is large. If the association's financial papers fill more than two binders a year, it is advisable to appoint two operations inspectors in order to make the position easier. In this case, the following phrasing, for example, is suitable: "Two persons independent from the board are appointed as operations inspectors and one person is appointed as their deputy."*

*An operations inspector may be anyone who does not have ties to the board or other persons in charge of the association operations (related or romantic relationship) and they do not have to be members of the association. The auditor refers to an occupational title, that is why association rules refer to operations inspectors.*

*An important general rule is that the association may not audit its own activities. The same disqualification rules apply to operations inspection than the decision-making of the board and the association.*

**Section 14** The accounting period of the association is a calendar year.

*If a new association is established in the middle of a year, the first accounting period may continue until the end of the following year. The maximum duration of the first accounting period is 18 months. If the association only has one statutory meeting, the term should be determined as the period between the meetings.*

## V OTHER PROVISIONS

**Section 15** Decisions on rule amendments and the dissolution of the association are made in two consecutive association meetings, which must be held at least two weeks and at most three months apart. In order to make the decision, the three-fourths majority of the votes cast is required in both meetings.

*Rule amendments may also be decided only in one meeting and/or with smaller majority. However, rule amendments should not be made too easy, so that all members have the time to react to important changes.*

*If the association wants to change the rules, this must be specifically mentioned in the meeting invitation. In addition, the meeting invitation should specify what kind of changes are being made.*

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*Dissolution means that the association discontinues its activities voluntarily and at their own decision. The association should take this action if the new board cannot be elected and association operations are no longer inspiring. It is advisable to organise two meetings on the matter in order to ensure that the association is actually willing to discontinue the activities and a small group does not discontinue the association out of spite.*

*Any period may be determined between the meetings. However, it is advisable to have at least one week between the meetings so that all association members have the time to review rule amendments or change their mind about the dissolution of the association.*

**Section 16** When the association is dissolved or discontinued, its funds are transferred to Aalto University Student Union.

*Dissolving means that the association discontinues its activities voluntarily and at their own willingness. The association may be ordered to be discontinued if its activities are contrary to the law. The police, for example, may give the discontinuation order.*

*In case of discontinuation, the associations in the first list of the student union's association register are required to transfer their funds to the student union, association in the first list of the student union's association register or Teknologiföreningen student nation, foundation or fund, the purpose of which is to support the operations of Aalto community or its members. This must be mentioned in the rules so that there is no room for interpretation. "Foundation or fund, the purpose of which is to support the operations of Aalto community or its members" may, for example, refer to Teekkaritoiminnan edistämISRahasto (ITER), Foundation for Economics Students in Helsinki, Teekkarikylän kappelIRahasto or TeekkarIRahasto with its sub-funds.*

*If the association does not want to be included in the first list, the association can mention here that it will decide on the transfer of assets at its discontinuation meeting. However, the transfer of assets in case of dissolution must be determined in the rules in accordance with the Associations Act.*