

Association Training in English 29.11.

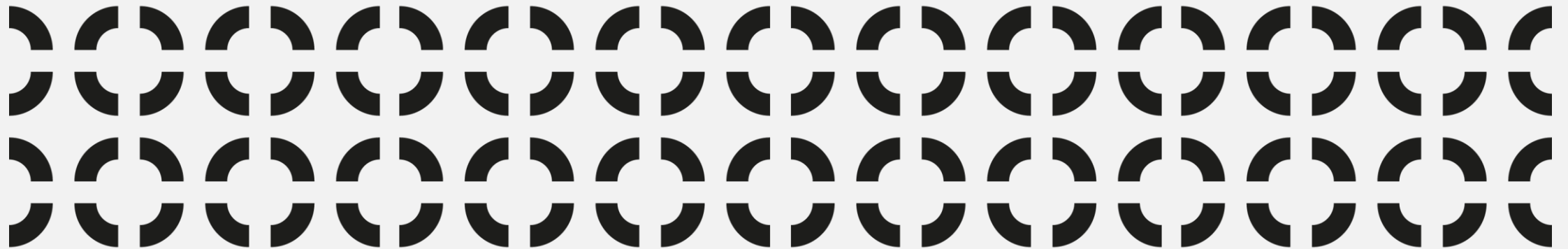
ayy



Association training

29.II.2018

Essi Puustinen & Noora Tanska / AYY's association sector



Agenda

16.15-16.30 **What AYY? Who are here today?**

16.30-17.15 **Benefits and obligations
Communications and event marketing**

Discussion / Break

17.30-17.50 **Acts and regulations**

Discussion / Break

18.00-18.30 **Rights and responsibilities of associations**

Discussion, summary and feedback

What is **AYY**?

What is AYY?

- Aalto University Student Union (AYY) is your student union
- We offer our students and associations help and many benefits we will elaborate on later
- Our mission is to offer the best student's life in the world



AYY in numbers

- 14 000 members
- 40+ employees
- 150+ volunteers
- 200+ associations
- 2 500 student flats
- 110 M€ in assets
- 2.5 M€ annual operating budget



Organisational Sector of AYY

jarjestoasiat@ayy.fi



Essi Puustinen

Specialist,
Organizational Affairs
and Communications
+358 50 520 9442



Noora Tanska

Member of Board 2018,
Associations, Council of
Special Status
Associations
+358 40 656 9557



TBA

Member of Board 2019

International Sector of AYY

international@ayy.fi



Rosa Väisänen
Specialist,
International Affairs
+358 50 527 2401



Mikael Liimatainen
Member of Board 2018,
Student Advocacy:
Internationality
+358 40 656 8837



TBA
Member of Board 2019,
Student Advocacy:
Internationality

Quick introduction

- What is your **name**?
- What is your **association**?
- What is your **role**?



Benefits and obligations

AYY's association register

- First list

Approx. 180 associations (including special status associations)

Associations on the first list of the register have more obligations and benefits than those in the second list

Most notably the opportunity to apply for the organizational grant

- Second list

Approx. 30 associations

- Special status

27 associations

- AYY's association regulation:

<https://inside.ayy.fi/pages/viewpage.action?pageId=12615842>

New Association Guide!

On this website, you can find nearly everything that associations operating within AYY need for their operations' support and safeguard. It is advisable to go through this website carefully at the beginning of your term in office and along the way. It is always recommendable to contact **Organisation Sector** whenever you are wondering about anything related to association operations. AYY's Organisation Sector wishes you informative moments reading through the guide!



Joining AYY's Association
Register



Associations' rules and
responsibilities



Financial statement and
performance audit



Equality

Association Guide!

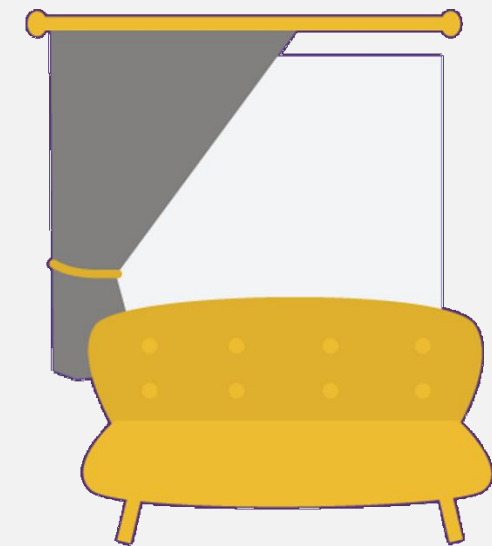
Gives
answers to
many
questions!

Can be found on:

<https://yhdistysopas.ayy.fi/?lang=en>

AYY: Benefits (1/3)

- An association in AYY's association register receives the same rights as an individual student union member, as well as services particularly aimed at associations.
- Rental of AYY's van and facilities rented on a one-time basis
- Opportunity to rent club or storage facilities
- Advance booking of facilities rented on a one-time basis for associations in the first list



SAUNA →



AYY: Benefits (2/3)

- [Operating grants](#) for associations in the first list
- Opportunity to apply for project founding from [TTE-Fund](#)
- [Association newsletter](#)
- [Association profile](#) on AYY's website and the opportunity to add events to the calendar on the website
- Association [training sessions and other possible courses](#)
What kind of trainings do you need?



AYY: Benefits (3/3)

- [IT and office services](#)
Mailing lists and Otax server, for example
[GDPR information](#)
- Advice on association matters
[Updating](#) and interpretation of rules, for example, please get in touch with the AYY's [organisation sector](#)
- [Association guide](#)

AYY: Obligations

Yearly notice:

Each association in the register must **annually** submit the **association notice** in order to review that the association is still active and meets the requirements set by the Association Regulation.

Rule amendments:

If the association amends its rules, it must **notify the organisation specialist immediately**, who checks that the conditions set for the register membership are also met after the amendments.

AYY: Obligations

If the association no longer complies with the requirements of the Association Regulation, the board may remove the association from the entire register or transfer it to a lower list.

>> **The board may also remove the association from the register if the association fails to deliver the association notice in two consecutive years.**

>> All services will end

AYY: Obligations in the first list

- At least **60% and at least seven** (7) of the association members entitled to vote **must be members of AYY** (does not apply to choirs or orchestras)
- Association rules must not limit the opportunity of the student union members to become association members entitled to vote: AYY's members may not be discriminated against.
- When the association is discontinued or suspended, its funds must be transferred to the student union or other organisation within the student union.
- A profile at: <http://ayy.fi/en/associations/associationslist/>

Communications and marketing

Which channels do you use for
event marketing
in your association?

Which channels do you use for
communicating with your members
in your association?

Communication channels for event marketing



AYY's channels

- Newsletters
- Event calendar of ayy.fi
- Aalto International
- Other Facebook-groups
- Eryyiset-list
- Telegram
- Instagram
- Annual Calendar

Social Media

- Your own pages/accounts

Other

- Posters and Flyers
- Table toppers
- Badges
- Seasonal webpages
- Magazines

Associations Newsletter

- JOIN THIS NEWSLETTER NOW

Here: <https://list.ayy.fi/mailman/listinfo/yhdistykset>

- Weekly newsletter for associations
- Edited by the Communications Specialist
- Published in three languages on Friday
- Texts should be sent to tiedotteet@ayy.fi on Wed at 10 a.m. at the latest.



Weekly Newsletter

- Weekly newsletter for individual members of AYY
- Edited by the Information Officer
- Published in three languages on Mondays
- Texts for the next week's newsletter should be sent to tiedotteet@ayy.fi on Thu at 10 a.m. at the latest.



Event calendar of ayy.fi



What?

All your open events

How?

ayy.fi/wp-admin with association's ID

Where else?

Events will be added automatically to the weekly newsletter's event listing.

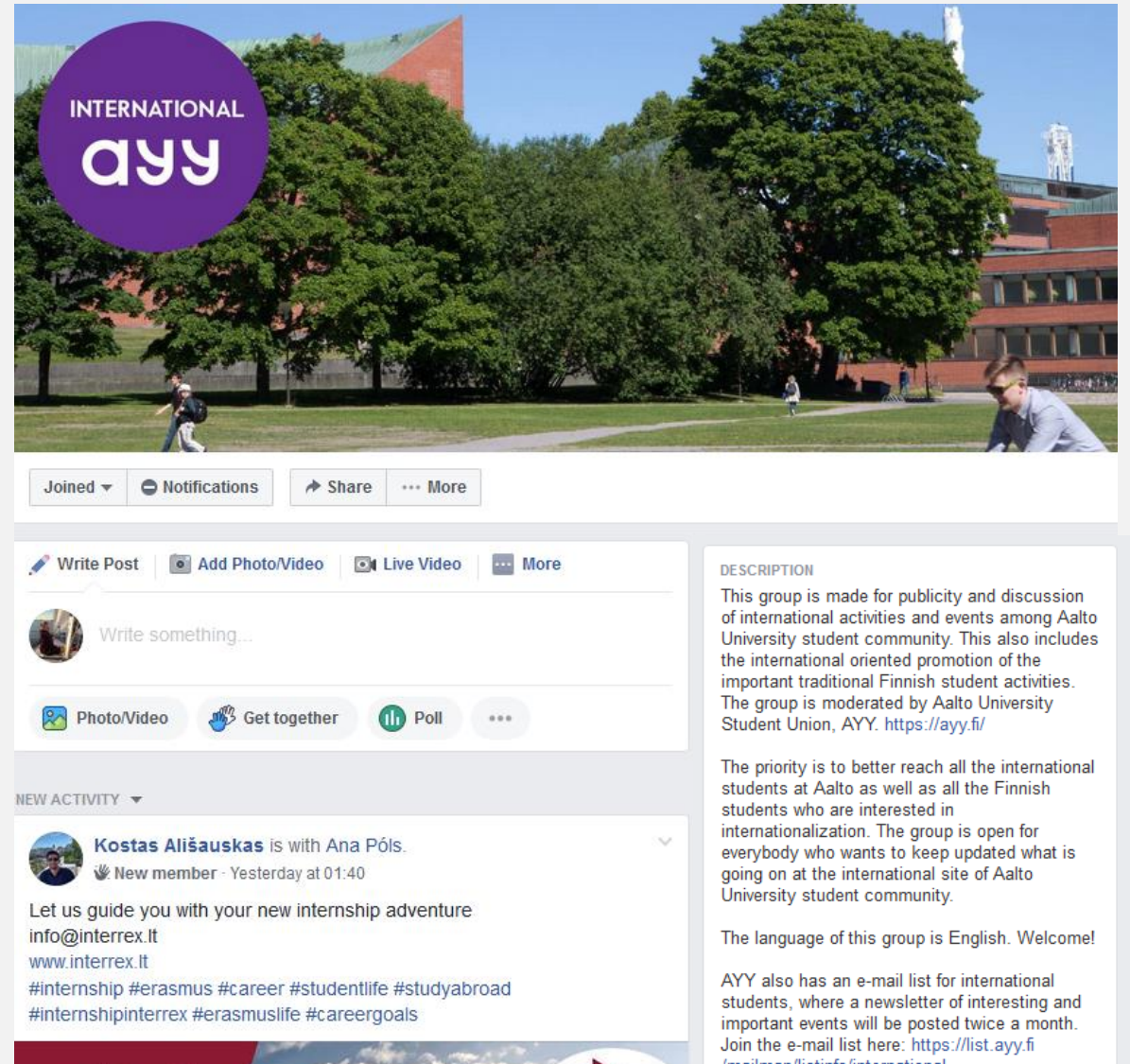
AYY's website is under construction, changes may occur soon!

AYY's channels

Facebook-group
Aalto International

4 688 members

Facebook-page
Aalto yliopiston ylioppilaskunta – AYY
7 900 followers



The screenshot shows the Facebook interface for the 'Aalto International' group. At the top, there is a purple circular logo with the text 'INTERNATIONAL ayy'. Below the logo is a large photo of a university campus with green trees and a red brick building. The page includes navigation buttons for 'Joined', 'Notifications', 'Share', and 'More'. There is a 'Write Post' section with options for 'Add Photo/Video', 'Live Video', and 'More'. Below this is a 'NEW ACTIVITY' section featuring a post by 'Kostas Ališauskas' who is with 'Ana Póis'. The post text reads: 'Let us guide you with your new internship adventure info@interrex.lt www.interrex.lt #internship #erasmus #career #studentlife #studyabroad #internshipinterrex #erasmuslife #careergoals'. On the right side, there is a 'DESCRIPTION' box containing the following text: 'This group is made for publicity and discussion of international activities and events among Aalto University student community. This also includes the international oriented promotion of the important traditional Finnish student activities. The group is moderated by Aalto University Student Union, AYY. <https://aay.fi/> The priority is to better reach all the international students at Aalto as well as all the Finnish students who are interested in internationalization. The group is open for everybody who wants to keep updated what is going on at the international site of Aalto University student community. The language of this group is English. Welcome! AYY also has an e-mail list for international students, where a newsletter of interesting and important events will be posted twice a month. Join the e-mail list here: <https://list.aay.fi/mailman/listinfo/international>

Other AYY's channels

Groups on Facebook:

AYY Events

AYY Study Events

AYY Sports & Wellbeing



Telegram



Groups in Telegram:

Aalto International

AYY Advocacy

Other AYY's channels

Follow AYY
on Twitter:
AYY_FI



Join us in LinkedIn:
Aalto University Student
Union AYY

Other AYY's channels

Instagram stories:
AYY_FI



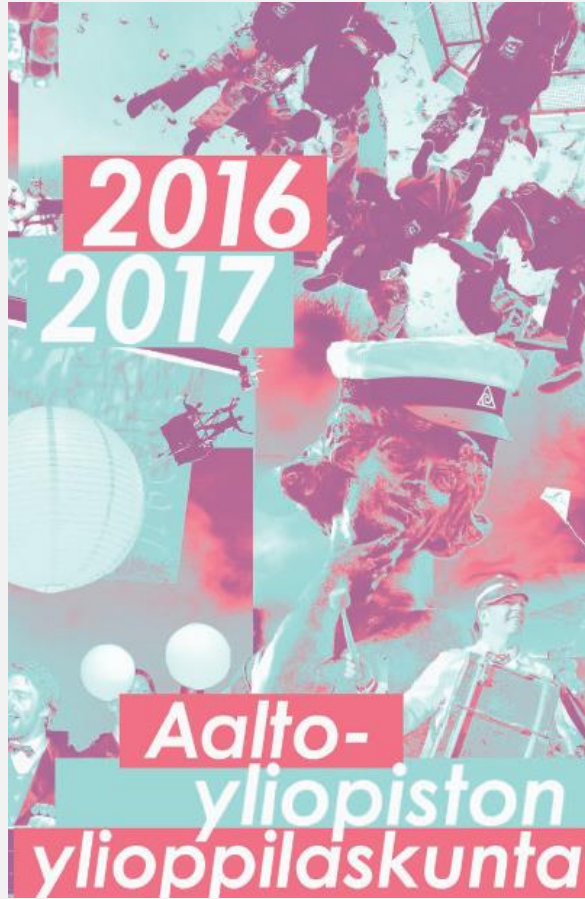
Instagram

You can book a day in AYY's Instagram stories for your association! Contact Henna Palonen: henna.palonen@ayy.fi



Email-list:
Special status associations: erityiset@list.ayy.fi

AYY's annual calendar



Social media

- Your own social media channels
- Web pages
- Discussion groups



Printed material

- Posters
 - Price-efficiency – rate not so good
 - Cheap printing online (e.g. <http://print24.com/fi-fi/>)
- Flyers
- Table toppers
 - Expensive, but may be very effective
- Badges for overalls
 - NOTE! Order well in advance. At least 3-5 weeks.



Remember also

- Seasonal webpages and applications for instance during Wappu
- Magazines of associations and guilds
- Mailing list of special status associations: erityiset@list.ayy.fi

Did you get
new ideas
for event
marketing?



Questions?



Acts and regulations

Association act

- Law regarding associations on Finland is called the association act:
<https://www.prh.fi/en/yhdistysrekisteri/act.html>
Translation of Yhdistyslaki (in Finnish):
<http://www.finlex.fi/fi/laki/ajantasa/1989/19890503>

AYY's association regulation

- Contains AYY's main benefits and obligations we discussed earlier
<https://inside.ayy.fi/pages/viewpage.action?pageId=12615842>

Rules

- Read your association's rules – and make sure everyone else in your board does too!
- Your association always has to follow its own rules

Rule amendments

1. Draft new rules (use for example [AYY's Sample rules](#))
2. Contact jarjestoasiat@ayy.fi, and we'll check that the rules are fit according to AYY's association regulation. This check does not replace PRH's check.
3. Accepting of the rules at the meeting(s) of the association
4. Submitting the new rules to PRH
5. If PRH wants changes to the rules, you'll need to submit the corrected rules afterwards also to AYY
6. An amendment of rules enters into force once it is entered in the PRH's register.

Rights & responsibilities

Registered associations

A registered association

- Is a legal person
- Can acquire assets, apply for grants or get permission for fundraising
- Can be a party in an agreement
e.g. bank account, rental agreement
- Single board members are not held responsible for association activities
Does not include criminal liability

Obligations & requirements

- A registered association is obliged to inform PRH about
 - Changes of persons entitled to sign for the association
 - Rule Amendments
 - Dissolution
- According to the Association Act every association has to have
 - A board and operations inspectors elected at a meeting of the association
 - Accounting
 - Meetings according to the rules
 - The right of members participate in and inspect activities

Equality of members

- Associations can take members according to their rules, but never without the consent of the person in question. This applies also the other way around: the association doesn't have to accept all applicants
- All members have to be treated equally in every case unless the rules have different member categories. No member can be treated indifferently within a member category

Accounting

- One of the most important responsibilities of the board
 - Usually delegated to the treasurer, but the whole board is responsible of the finances
- Has to be done according to the accounting period mentioned in the rules
- Financial statements must be done and approved by the association's meeting during the four months after accounting period has ended

Operations inspection

Operations inspection is mandatory

For the inspector the board has to submit all meeting minutes, bank balance and transactions, receipts, accounting, financial statements and action report

The operations inspector can be a layman, but cannot be disqualified. *”The operations inspector shall possess financial and legal knowledge to a degree to be deemed necessary in view of the association’s operations in order to carry out the operations inspection task.”* (Assoc. Act 38)

Fundraising

An association can

- collect a membership fee according to its rules
- conduct small item lotteries
- sell products as long as it's not taken as a source of livelihood

There are differences between products and also cash inflow

If the action is considered as something that someone other lives from, it is usually almost immediately considered as income taxable revenue

GDPR - Data Safety in Associations

- General Data Protection Regulation
- EU regulation, defines how personal data of EU citizens should be handled
- Sanctions from misuse can scale to exorbitant sums of money
- Example documents and slides available:

<https://inside.ayy.fi/display/TIET/General+Data+Protection>

Questions?



Summary

AYY's benefits

- Complete list for associations: <http://ayy.fi/en/associations/services/>
- Top picks:
 - IT Services for Associations: <https://otax.fi/>
 - Facilities: <http://ayy.fi/en/students/services/rental-of-facilities/>
 - Association newsletter: <http://ayy.fi/en/associations/association-newsletter/>
 - Operating grants: <http://ayy.fi/en/associations/services/operating-grants/>
 - TTE-Fund: <http://tter.ayy.fi/hae-avustusta/briefly-in-english/>

Responsibilities

AYY

- **Association notice in March:** detailed info and exact dates will be published in the association newsletter during February. Association grant application at the same time.
- Updated profile on ayy.fi:
<http://ayy.fi/en/associations/associationslist/>
- If the association amends its rules, it must notify the organizational affairs specialist immediately, who checks that the conditions set for the register membership are still met after the amendments.

Responsibilities

PRH notices (for registered associations)

- Changes of persons entitled to sign for the association
- Rule Amendments
- Dissolution
- <https://www.prh.fi/en/yhdistysrekisteri.html>

According to law

- A board and operations inspectors elected at a meeting of the association
- Accounting
- Meetings according to the rules
- The right of members participate in and inspect activities

Need help?

At your service:

Organisational affairs: jarjestoasiat@ayy.fi

Communications: viestinta@ayy.fi

Facilities: tilat@ayy.fi

IT: tietotekniikka@ayy.fi and otax.fi (FAQ)

Archive: arkisto@ayy.fi

Museum: museo@ayy.fi

THANK YOU!



ayy



ayy.fi/en



[@ylioppilaskunta](https://www.facebook.com/ylioppilaskunta)



[@ayy_fi](https://www.instagram.com/ayy_fi)



Aalto University
Student Union