

Aalto University Student Union CONSTITUTION

Chapter I Student union

Section 1 Name, domicile, languages and legal status

The name of the student union shall be Aalto-yliopiston ylioppilaskunta – Aalto-universitetets studentkår, abbreviated to AYY – AUS. The English name Aalto University Student Union may also be used.

In this constitution, Aalto University Student Union shall be referred to as the student union and Aalto University shall be referred to as the university. When writing the student union's name, either the Finnish or Swedish name or both of them together shall be used.

The student union's domicile shall be the same as the domicile of Aalto University.

The languages of the student union shall be Finnish and Swedish. The language of the minutes shall be Finnish. Activities targeted at the student union's Swedish-speaking members shall be arranged in Swedish.

The student union shall be a corporation subject to public law, which shall have self-government in accordance with Section 46 of the Universities Act (558/2009).

Section 2 Members

All the university students who have been admitted to programmes leading to a lower or higher academic degree, with the exception of students in made-to-order education, shall belong to the student union. The student union board may also accept other students of the university as members.

Section 3 Purpose of the student union

The purpose of the student union shall be to act as a link between its members and to promote their societal, social and intellectual aspirations and their aspirations regarding studies and students' status in society.

Section 4 Decision-making power

The representative council shall have the decision-making power in the student union, as provided in this regulation. The representative council shall be elected by proportional and secret ballot, as provided more specifically in the election regulation.

The board and the financial committee elected by the board shall be organs which have the decision, administrative and executive power in matters which are not ordered to the representative council in this regulation. The financial committee shall use the decision, administrative and executive power only in specifically defined issues, in accordance with Subsection 2 in Section 33. The board shall have the decision, administrative and executive power in matters which are not specifically defined to be resolved by the representative council or the financial committee.

Chapter II Right to vote, eligibility and member vote

Section 5 Right to vote

In the election of the student union's representative council and member vote, a student union member who has registered for attendance at the university shall be entitled to vote. The right to vote shall be equal and personal and may not be used by proxy.

Section 6 Eligibility

Each student union member shall be eligible as a member of the representative council or the board. A person acting as a member of the representative council, however, shall be eligible to vote. More comprehensive eligibility shall allow a member, who has registered for non-attendance, to run as a candidate and thus implement the fair treatment of members.

Each student union member shall be eligible for the position of the chairperson or vice chairperson of the representative council.

Section 7 Disqualification

Disqualified to act as a member of the representative council or board shall be a person who:

1. is in the service of a company owned by the student union or a company of which the student union owns at least 50%;
2. is employed by the student union;
3. acts as the chairperson of the representative council meeting.

In addition, disqualified to act as members of the representative council shall be the members of the student union board and the financial committee during their term of office.

Section 8 Member vote

Member vote shall be of an advisory nature.

Member vote shall be conducted concerning a matter on the agenda if requested in writing by more than half of all the representative council members in the representative council meeting or if requested of the board in writing by at least five hundred (500) student union members.

Member vote shall be conducted within 60 days from the request in accordance with Subsection 2. This time limit, however, shall not be consumed outside the university's spring and autumn semesters.

The board shall decide and be responsible for more detailed implementation of member vote.

Chapter III

Representative council

Section 9 Representative council

The representative council shall consist of forty-five (45) members.

The conducting of the representative council elections shall be specified by the election regulation.

Section 10 Term of office and the dismissal of the representative council

The representative council's term office shall begin on the first day of January following the representative council elections and the duration of the term shall be two years.

The representative council's term of office, however, shall continue until after the new representative council has organised itself.

Before the term of office, however, the new representative council may:

1. organise itself;
2. appoint the presiding officers of the representative council;
3. appoint the former of the board;
4. appoint the chairperson of the board and the board;
5. choose the audit firm

The representative council may dismiss itself and order new elections to be conducted. The dismissal of the representative council and the implementation of new elections shall be decided in two (2) consecutive representative council meetings, between which there are at least fourteen (14) days. The dismissal decision shall be supported by at least two-thirds (2/3) of all the representative council members in both meetings. A new

representative council shall be elected within sixty (60) days from the dismissal decision for the remainder of the term.

A dismissed representative council shall attend to the duties of the representative council until the new representative council has organised itself.

Section 11 Vice members

Inviting the vice members shall be enacted in the rules of procedure of the representative council.

Section 12 Duties of the representative council

The duties of the representative council shall be:

1. to elect and release from one's duties the chairperson and vice chairpersons of the representative council;
2. to elect the former of the board;
3. to appoint the chairperson and other members of the board and release them from their duties;
4. to elect and release from the duty the student union's secretary general;
5. to elect and release from the duty the student union's chief financial officer;
6. to elect and release from their duties the members and chairperson of the financial committee;
7. to elect and release from their duties the members and chairperson of the honorary delegation;
8. to elect and release from their duties the members and chairperson of the continuity committee;
9. to elect and release from their duties the chief editor of the student union's magazine;
10. to determine the amount of the membership fee;
11. to decide on the official notice board of the student union;
12. to appoint the student union's audit firm;
13. to decide on the student union's annual budget and supplementary budgets;
14. to approve objectives, guidelines and plans for the student union's operations, finances and property management;
15. to process the board's reports on the student union's operations and finances and decide on the caused measures;
16. to decide on the confirmation of the student union's financial statement and the discharge of liability to the board and others responsible;
17. to decide on financially important matters referred to in Section 38, based on the proposal of the board and in accordance with conditions referred to in Section 38;
18. to approve the student union's constitution, the rules of procedure of the representative council, the rules of procedure of the board, election regulations, the administrative and economic regulation and other regulations. The student union's constitution shall be submitted to the president of the university for confirmation.

In addition, the representative council shall decide on other matters which elsewhere in this constitution or regulations concerning the student union have been ordered to be resolved by the representative council, or for which the representative council has reserved the right to decide in individual cases or which the board considers necessary to be resolved by the representative council.

Section 13 Reserving decision-making authority

In individual cases, the representative council has the power to reserve the decision-making authority in a matter that falls within the decision-making authority of the board or the financial committee. The representative council cannot, however, by virtue of its power to reserve authority to make decisions that would mean amending decisions that legally bind the student union.

A motion on reserving decision-making authority in a particular matter may be made by:

1. two (2) members of the representative council at the council meeting;
2. ten (10) members of the representative council outside the representative council meeting, in which case the motion shall be submitted in writing to the chairperson of the representative council.

Reserving the decision-making authority shall be addressed immediately in the ongoing meeting. If the matter is presented outside the meeting, it shall be addressed as a matter of urgency in the next meeting. A motion on reserving the decision-making authority may not be postponed. If the representative council shall decide to reserve the decision-making authority, it shall make the decision on the matter in the regular decision order in the next meeting.

In a matter in which a motion on reserving the decision-making authority has been made, the board or the financial committee may not make a decision before the representative council has decided on the matter concerning the reserving of authority.

Section 14 Inquiry

Five (5) representative council members may make an inquiry on a matter to the board or the financial committee. An inquiry shall be submitted in writing to the chairperson of the representative council, which shall be provided without delay to inform the board or the financial committee.

The board or the financial committee shall provide a response in writing to the representative council members within thirty (30) days of the received information.

Section 15 Resolution

The representative council may approve resolutions addressed to the board or the financial committee.

Section 16 Meeting of the representative council

The representative council shall meet at least:

1. annually before the first day of December, when the budget for the student union's finances shall be decided;
2. annually after the last day of October, when the presiding officers of the representative council, chairperson of the financial committee, former of the board and the audit firm shall be elected;
3. annually no later than April when issues referred to in items 15 and 16 in Section 12 shall be decided.

The representative council shall also meet at the invitation of the chairperson of the representative council at other times:

4. when the chair of the representative council, financial committee or board deems it necessary;
5. when five (5) representative council members in writing request a meeting from the chairperson of the representative council in order to address a specific matter;
6. due to an inquiry addressed to the board, referred to in Section 14. In this case, the meeting shall be held within thirty (30) days.

Section 17 Quorum

The representative council meeting shall have a quorum when at least twenty-five (25) representative council members and the chairperson or the vice chairperson of the representative council are present.

The representative council members or the vice members invited to replace them shall have the decision-making power in the representative council meetings.

Section 18 Right to attend

Each student union member shall have the right to attend the representative council meetings.

The chairpersons of the continuity committee and honorary delegation shall have the right to speak and the right to attend the representative council meetings. The presence of other persons at the representative council meetings shall be provided in more detail in the rules of procedure of the representative council.

However, the representative council shall have the right to decide that a particular matter is to be addressed completely or partly in a closed session.

Chapter IV

Presiding officers of the representative council

Section 19 Presiding officers of the representative council

The presiding officers of the representative council shall consist of the chairperson and two vice chairpersons of the representative council.

Section 20 Term of office

The term of office of the presiding officers of the representative council shall be a calendar year.

The presiding officers of the representative council may, however, act as the presiding officers before the beginning of their term of office in meetings which address matters referred to in Section 10.

Section 21 Election of the presiding officers

The representative council shall elect the presiding officers of the representative council.

A person elected as the chairperson of the representative council shall receive more than half of the votes of the present members of the representative council. If none of the candidates receives the required majority vote, a new vote shall be conducted in such a way that the candidates with least votes and no votes in the previous vote shall be eliminated. This procedure shall continue until one of the candidates receives the required majority. If there is a tie vote, the tie shall be resolved by a draw.

The vice chairpersons of the representative council shall be elected by personal and proportional election, where the two candidates who receive the most votes shall be elected, in this order. In the election, each vote cast shall be divided between the maximum of two (2) candidates marked on the ballot when the first candidate shall receive one (1) vote and the second candidate shall receive half (1/2) a vote. If there is a tie vote, the tie shall be resolved by a draw.

If the chairperson or the vice chairperson of the board shall resign, lose one's eligibility, be released from one's duties or become disqualified or permanently unable to attend in the middle of the term, the representative council shall elect, when deemed necessary, a new chairperson or vice chairperson for the remainder of the term of office.

Section 22 Duties of the chairperson

The duties of the chairperson of the representative council shall be:

1. to convene a meeting of the representative council and chair the meeting;
2. to supervise that the operations of the student union's representative council, financial committee and the board shall comply with valid laws, decrees, student union constitution and other regulations;

3. to determine how the student union's constitution or other regulations are interpreted if necessary;
4. to sign the minutes of the representative council meetings;
5. to attend to other duties ordered to the chairperson in accordance with this constitution and regulations.

If the chairperson is unable to perform one's duties, the vice chairperson shall replace the chairperson.

Chapter V Board

Section 23 Number of members

The student union board shall consist of a minimum of six (6) and a maximum of ten (10) members, including the chairperson. At least one member shall be elected to the board from each of the following academic fields of Aalto University, which have proposed one or several candidates to the board:

1. The academic field of art and design;
2. The academic field of business;
3. The academic field of technology.

Section 24 Term of office

The term of office of the board shall be a calendar year.

The board, however, shall continue on duty until a new board is elected.

Section 25 Former of the board

The representative council shall elect the former of the board, such as the chairperson of the representative council.

Section 26 Forming of the board

The call for the board shall be open and public. The former of the board shall bring a proposal to inform the representative council three (3) days prior to the meeting which decides on the issue. The former of the board shall make a proposal for the board members to the representative council in the next meeting following one's election, however, not earlier than seven (7) days after the election. If the representative council approves the proposal, the former of the board shall be elected as the chairperson of the board and the persons mentioned in the proposal shall be elected as the board members.

If the representative council does not approve the proposal, a new election for the former of the board shall be conducted and the former of the board shall provide one's proposal on the board members. This election procedure shall be continued until the representative council approves the proposal made by the former of the board.

Section 27 Question of confidence

With the majority of votes from the present members of the representative council, the representative council shall have the authority to discharge the board and the chairperson or a member of the board from their duties during their term of office by declaring that they do not hold the confidence of the representative council.

The question of confidence shall be initiated either immediately in a council meeting convened for the purpose of handling the matter or by a request made to the chairperson by at least ten (10) council members and submitted at least fourteen (14) days before any other meeting of the council in order to include the matter in the meeting agenda.

When initiating a question of confidence, reasons for the question of confidence shall be submitted in writing to the chairperson of the representative council, who must immediately forward them to the board.

If the representative council states that the board, the chairperson or a member of the board do not have the confidence of the representative council, procedures in accordance

with Section 27 shall be taken at the same meeting, unless the representative council decides to shelve the election of the former or a member of the board.

Section 28 Supplementing the board

Should the board be discharged from its duties during its term of office or should the chairperson of the board lose his/her eligibility for office, be discharged from his/her duties or resign from the board during his/her term of office, a new board shall be formed without delay.

Should a member of the board lose his/her eligibility for office, be discharged from his/her duties or resign from the board during his/her term of office, the chairperson of the board may, taking into account the stipulations laid down in Section 23, present a candidate to be considered as a new member of the board to the representative council. The representative council shall declare the loss of eligibility.

If the representative council approves the motion, a person in question shall be appointed as a member of the board. If the representative council does not approve the motion, the chairperson of the board shall propose another candidate. If there are several candidates, the list of candidates shall be rejected or approved as such. The process shall continue until the representative council approves the proposal of the chairperson of the board.

Section 29 Organising the board

The board shall elect the vice chairperson from among the board for the term of office. The board may have committees, working groups or other groups to prepare issues and attend to other duties.

Section 30 Authority

The board shall have the student union's power of speech, take responsibility and respond on behalf of the student union in court and to other authorities, as well as sign contracts and take other legal actions on behalf of the student union.

Section 31 Reports on operations

The board shall annually provide reports on activities and finances to the representative council.

Chapter VI

Financial committee

Section 32 Financial committee

The financial committee shall consist of eight (8) to ten (10) members, including the chairperson. The chairperson shall be a member of the student union. At least half ($\frac{1}{2}$) of the members must be members of the student union.

The representative council shall elect the members of the financial committee based on the board's proposal for two (2) years at a time so that half of them shall be replaced each year. The members of the financial committee shall be elected from among the student union members or other persons who are very familiar with the student union or the economic life.

The representative council shall appoint the chairperson from among the financial committee members based on the board's proposal for one year at a time. The financial committee shall appoint the vice chairperson from among the committee and invite a secretary for itself.

In meetings, the chairperson of the board, chairperson of the representative council, secretary general and the chief financial officer shall have the right to speak and the right to attend the meetings.

If the representative council decides to release the financial committee or its member or if a member resigns during the term of office, a new financial committee or a new member shall be elected for the remainder of the term.

Section 33 Authority and duties of the financial committee

The financial committee shall be responsible for the student union's property management and for the preparation and implementation of issues provided in the rules of procedure and the student union's administrative and economic regulation.

The representative council shall be responsible for defining and, when necessary, confirming the job descriptions of the board and the financial committee, and the boundaries between their powers.

Chapter VII Honorary delegation

Section 34 Honorary delegation

The student union shall have an honorary delegation, which is responsible for providing advice and support in the student union matters.

The members and the chairperson of the honorary delegation shall be appointed by the representative council.

Operations of the honorary delegation shall be provided in more detail in the regulation approved by the representative council.

Chapter VIII Continuity committee

Section 35 Continuity committee

The student union shall have a continuity committee, which shall be responsible for

1. preserving and developing the student union's intellectual and ideological capital;
2. supporting the student union actors and promoting continuity and
3. supporting good governance and the development of the organisation.

The members and the chairperson of the continuity committee shall be appointed by the representative council.

Operations of the continuity committee shall be provided in more detail in the regulation approved by the representative council.

Chapter IX Finances

Section 36 Accounting period

The student union's accounting period shall be a calendar year.

Section 37 Membership fees

In connection with the approval of the student union's budget, the representative council shall have the right to set the annual membership fee to be paid by the members of the student union. The representative council may impose a membership fee of a different amount to a student union member undertaking a doctoral degree and other university student accepted as the member of the student union who does not complete a lower or higher academic degree. The president of the university shall confirm the membership fee. The university shall oversee the collection of the membership fee.

The student union board shall decide how and when the membership fee is collected. The board may decide on whole or partial exemption from the membership fee, if it is evident due to a member's proven indigence that the membership fee would jeopardise one's right to education in accordance with Section 16 of the Constitution (731/1999).

The student union board may decide to partly exempt a student from the membership fee, accordingly to the amount credited to the Finnish Student Health Service if the member

proves to have paid the membership fee for the academic year or term in question to two or several Finnish university student unions.

Section 38 Major financial decisions

The representative council shall make major financial decisions. A proposal concerning major financial decisions may be made by the board, financial committee or the representative council. The board and the financial committee shall address presentations concerning major financial decisions before the decision hearing of the representative council.

The student union's major financial decisions shall refer to purchase, sale or mortgage of properties or the initiation of construction projects, or significant tying up of the student union's assets.

If the representative council presents a major financial decision, the financial committee shall first address the issue and after this present the issue to the board for its consideration. The board shall address the issue within thirty (30) days from the proposal of the representative council. The financial committee shall be obliged to bring the issue to the representative council for decision but no later than within sixty (60) days from the proposal of the representative council.

If the financial committee or the board or one of them is not in favour of the proposal, a major financial decision shall be decided in two representative council meetings held at least fourteen (14) days intervals. Such a decision shall require that in both meetings at least two-thirds (2/3) of all the representative council members are in favour of the decision.

The representative council may not reserve the decision-making authority in major financial decisions.

Section 39 Audit

For each accounting period, an audit firm approved by the Central Chamber of Commerce shall be elected to audit the accounting and financial statements of the student union's finances and administration.

Section 40 Financial statements

The board and the financial committee shall draft a financial statement for each accounting period in accordance with the Accounting Act, and submit the documents required for the audit to auditors within eighty (80) days after the end of the accounting period.

Section 41 Audit report

The audit firm shall provide a report to the board and the financial committee on the conducted audit within thirty (30) days of receiving the financial statement and the related documents.

The board and the financial committee shall submit financial statements, audit report and clarifications prepared due to reminders to the representative council no later than in connection with the representative council meeting invitation, where the financial statement and audit report are addressed.

Chapter X

Signature, informing and notifications

Section 42 Senior executives

The student union's senior executives shall be the student union's secretary general and the student union's chief financial officer.

The duties of the secretary general and the chief financial officer shall be provided in more detail in the administrative and economic regulation.

Section 43 Signature

The name of the student union shall be signed by the chairperson or the vice chairperson of the board together with the secretary general or the chief financial officer.

Section 44 Informing

The decisions of the representative council and the board shall be displayed on the student union's official notice board no later than within seven (7) days from the meeting. In accordance with Section 86 of the Universities Act, a student union member shall be considered to have been notified of a decision when the decision has been posted for public inspection.

A person who is not a student union member shall be informed about a decision concerning himself/herself without undue delay.

Section 45 Receiving notifications

Notifications concerning the student union shall be received on behalf of the student union by the secretary general or a person whom the board has specifically determined to receive notifications on behalf of the board.

Chapter XI

Publicity, the right to initiative and appeal

Section 46 Archives

The student union documents shall be archived so that the archives serve as a source of information to the creator of the archives, student union members, authorities and research.

Section 47 Publicity

Publicity of the student union activities and documents shall be provided in Section 30 of the Universities Act.

Section 48 Making of initiatives

Thirty (30) student union members shall have the right to make initiatives to the student union's representative council, financial committee and the board.

The representative council shall respond to an initiative within two (2) months, the financial committee within one (1) month and the board within one (1) month from the date of submission to the student union's secretary general.

Members who have made the initiative shall have the right to participate in discussion concerning the matter in the representative council, financial committee and the board.

Section 49 Appeal

A decision made by a student union organ shall be appealed as provided in Section 83 of the Universities Act. The appeal shall be made to the Helsinki Administrative Court.

In addition, a decision made by the student union board may also be appealed to the board.

Chapter XII

Specific provisions

Section 50 Associations operating within the student union

Associations may be joined to operated within the student union. Joining associations to operate within the student union shall be provided in more detail by a regulation.

Section 51 Responsibility in a position of trust

An elected official appointed by the student union may be dismissed from one's office if one takes advantage of an issue or reveals an issue to others, which is confidential and which one has perceived in one's position of trust, or has by one's actions in the student union or outside the student union significantly damaged the student union, or has repeatedly failed to fulfill obligations belonging to one's position.

Section 52 Amendment of the constitution and entry into force

The representative council shall decide on the amendment of this constitution.

The amendment of this constitution shall be decided in two (2) representative council meetings held at least two (2) weeks intervals. Such a decision requires that in both meetings at least two-thirds (2/3) of the present representative council members support the decision. The decision shall be submitted to the president of the university for approval.

This constitution shall enter into force immediately after the confirmation of the president.

The representative council has approved this constitution at its meetings 11/2012 on 8 Nov 2012 and 12/2012 on 29 Nov 2012.