

1 **Aalto University Student Union's**

2 **ASSOCIATION REGULATION**

3 **Section 1 General**

4 An association whose purpose is in accordance with the law and good manners and that connects AYY
5 students can be accepted into AYY's association register.

6 **Section 2 Association register**

7 Associations operating in the vicinity of the Student Union are divided into the first and the second list. An
8 association's acceptance into AYY's association register is decided by the Board. The Board also has the
9 right to remove an association from the association register.

10 **Section 3 Association's Registration**

11 An association does not have to be a registered association. However, operating grants allocated to
12 unregistered associations may be restricted by decision of the Board.

13 Section 10 of the Associations Act is applied to associations that are not registered in the register of
14 associations of the Finnish Patent and Registration Office.

15 **Section 4 Association's member register**

16 An association's Board must keep a list of the association's members, which must disclose each member's
17 full name, domicile and details on whether the member is a member of AYY or not.

18 **Section 5 Association's rules**

19 The association's rules must disclose all of the requirements imposed on association rules by the
20 Associations Act. Associations are advised to primarily use the model rule base designed for associations
21 operating within AYY.

22 **Section 6 Association's finances**

23 Associations are themselves responsible for their operations and finances.

24 Each association listed in the association register is obliged to keep records. The accounting records must
25 comply with accounting legislation and the Associations Act.

26 The financial statement must be made so that the financial situation of the association can be adequately
27 verified at the time of balancing the books. The financial statement must be in accordance with the
28 Accounting Act. The association must keep record of its property.

29 An audit or a performance audit must be carried out within three months of the end of the fiscal period.

30 **Section 7 All associations' obligations**

31 Associations must submit an association notice annually by the end of March. The association notice must
32 include at least a list of the association's Board members and officials, an informal annual report, an
33 operational plan, valid rules and a direct email address for the Board as well as the number of members
34 and details on how many of the association's members are also members of the Student Union.

35 Associations must submit their rule amendments immediately to the specialist in charge of organisational
36 affairs, so that the Student Union's Board can review the association's eligibility to the Student Union's
37 association register.

38 **Section 8 Obligations of 1st list associations**

39 An association of whose members entitled to vote at least 60 per cent but at least seven are members of
40 AYY can be accepted into the 1st list. The association's rules must not restrict any Student Union member's
41 opportunity to become a full member of the association. This paragraph does not apply to choirs or
42 orchestras. By decision of the Representative Council, this paragraph may be waived also in the case of
43 other associations.

44 When applying for an operating grant, a 1st list association must also submit a financial statement and a
45 budget in its annual association notice by the end of March.

46 When a 1st list association has dissolved or been discontinued, its funds must be transferred to one of the
47 following:

- 48 1. the Student Union
- 49 2. an association in the 1st list of the Student Union's association register or
- 50 3. the Teknologföreningen student nation or a foundation or fund whose purpose it is to support
51 the operations of the Aalto community or its members.

52 The funds must be transferred to be used in operations that are in accordance with the association's
53 purpose. If the above-mentioned is impossible, the funds must be transferred to support the Student
54 Union's operations.

55 If the Board does not accept an association into the 1st list of the association register, the Board may accept
56 the association into the 2nd list without a separate application.

57 **Section 9 Benefits of 1st list associations**

- 58 • Opportunity to apply for an operating grant.
- 59 • Van and rentable facility rental from the Student Union.
- 60 • Participation in the advance bookings of the van and rentable facilities.
- 61 • Rental of club and storage facilities from the Student Union.
- 62 • Office and IT services, association training and advice.

63 **Section 10 Obligations of 2nd list associations**

64 An association may be accepted into the 2nd list if its operations are student activities and it has at least
65 seven members who are members of AYY.

66 **Benefits of 2nd list associations**

67 An association in the 2nd list has the opportunity to receive the same benefits from the Student Union as an
68 individual Student Union member, as well as office and IT services, association training and advice.

69 For particularly valid reasons, a 2nd list association can apply for storage and club facilities from the Student
70 Union and for permission to participate in the advance bookings of organisation facilities. When granting
71 these permissions, the association's membership, openness, scope of operations and benefit to the Aalto
72 community are taken into account.

73 **Section 11 Special status**

74 An association operating within the Student Union may apply for a special status on strong grounds. A
75 special status is granted by the Student Union's Representative Council. Special status association refers to

76 a party operating in the vicinity of the Student Union whose operations in the Aalto community are
77 significant both to the Student Union and to individual students. Special status associations and the Student
78 Union work in close cooperation and communicate actively with one another.

79 Special status associations have a central role in implementing the Student Union's task. A special status
80 association acts as a link between a student group that is central to the Student Union and promotes its
81 societal, social and spiritual aspirations related to both studying and a student's position at the University
82 and in society together with the Student Union and other special status associations.

83 **Section 12 Obligations of special status associations**

84 The Student Union's Representative Council may grant a special status to an association that meets the
85 conditions of acceptance into the 1st list of the association register and, in addition:

- 86 • Comprehensively represents the students of one or several degree programmes or a clear special
87 target group.
- 88 • Promotes their interests in the degree programmes, the departments, the Schools, the University
89 and in professional contexts.
- 90 • Keeps in contact with economic life and other societal operators.
- 91 • Coordinates its operations together with other special status associations and the Student Union.
- 92 • Contributes to the guidance and integration into the academic community of new students in its
93 student group together with the Student Union and other special status associations.
- 94 • Promotes versatile student union operations.

95 An association must meet these conditions to maintain its special status. The Representative Council may
96 also depart from these requirements in its decision to grant a special status.

97 **Section 13 Benefits of special status associations**

98 An association with a special status has the right and responsibility to send representatives to cooperative
99 bodies appointed by the Student Union. In addition, if they so desire, special status associations have the
100 right to:

- 101 • Receive support and guidance from the Student Union in advocacy work, the reception of new
102 students and other activities.
- 103 • Have a School-specific Board angel who is appointed from the Student Union Board.
- 104 • Be first to participate in the advance bookings of the van and rentable facilities.
- 105 • Collect the association's membership fee in connection with the electronic enrolment for the
106 academic year.

107 **Section 14 Leaving the association register**

108 An association may leave the association register by submitting a written notice to the Student Union
109 Board.

110 The Board may remove an association from the association register if the association has not submitted an
111 association notice by the deadline in two consecutive years or if the association no longer complies with
112 the requirements imposed on it by this regulation.

113 **Section 15 Regulation's entry into force**

114 This regulation applies to associations applying to operate within AYY and to associations already accepted
115 to operate within AYY from 3 Nov 2017 onwards.

116 This regulation has been approved in AYY's Representative Council meeting 7/2017 on 2 Nov 2017.