

1 **Aalto University Student Union**
2 **RULES OF PROCEDURE OF THE BOARD**

3 **Chapter I**
4 **General provisions**

5 **Section 1 Scope of application**

6 In addition to what is provided by Aalto University Student Union
7 regulations, the operations of the student union board shall comply with
8 these rules of procedure and the general meeting practice.

9 **Chapter II**
10 **Duties**

11 **Section 2 Duties of the board**

12 The board shall be responsible for having the decision-making,
13 administrative and executive power in all matters of the student union,
14 which are not determined to be addressed by the representative council by
15 the student union regulations or other provisions. Other particular duties
16 are:

- 17 1. to lead the operations of the student union;
- 18 2. to be responsible for the administration and finances of the
19 student union;
- 20 3. to supervise that valid acts, rules and other regulations are
21 complied with;
- 22 4. to decide on issues related to finances and property
23 management of the student union;
- 24 5. to prepare a presentation for the representative council on the
25 membership fee of the student union;
- 26 6. to prepare a draft budget for the representative council together
27 with the financial committee;
- 28 7. to provide the annual report to the representative council for
29 information;
- 30 8. to sign the financial statement of the student union in
31 accordance with the Accounting Act and present it to the
32 representative council;
- 33 9. to prepare the nominations of the chief financial officer and the
34 financial committee members for the representative council;
- 35 10. to prepare any emerging issues in the representative council
36 meetings within the authority of the board;
- 37 11. to prepare the nominations of the student representatives in
38 university administration for the representative council;
- 39 12. to implement the decisions of the representative council for its
40 part;
- 41 13. to appoint officials for organisational activities with the exception
42 of the secretary general;
- 43 14. to act as the supervisor of the secretary general;
- 44 15. to decide on statements presented under the name of the
45 student union;
- 46 16. to represent the student union.

47 **Section 3 Duties of the chairperson**

- 48 Duties of the chairperson shall be:
- 49 1. to lead the operations of the board;
 - 50 2. to invite the board to meetings and chair the meetings;
 - 51 3. to represent the board;
 - 52 4. to sign the minutes of the board meetings together with the
 - 53 meeting secretary and the scrutinisers of the minutes.

54 When the chairperson is unable to attend or disqualified, one's duties shall
55 be carried out by the vice chairperson.

56 **Chapter III**

57 **Assembly of the board**

58 **Section 4 Organising**

- 59 In the first meeting of the term, the board shall:
- 60 1. elect the vice chairperson from among the board;
 - 61 2. decide on the internal division of duties in the board;
 - 62 **3.** decide on the payment grounds of fees related to the board
 - 63 members' positions of trust in accordance with the budgetary
 - 64 grounds.

65 **Section 5 Assembly**

66 At the first meeting of the term, the board shall decide when meetings are
67 held, how to inform about the meetings and where the meetings are
68 generally held.

69 The board shall also meet at other times if the chairperson deems it
70 necessary or if at least two (2) board members so request in order to
71 discuss their matter. In this case, the board members shall be informed
72 about the meeting at least one day prior to the meeting.

73 **Section 6 Right to attend and right to speak**

74 The chairperson of the representative council and the persons to whom the
75 chairperson of the meeting gives the permission shall have the right to
76 attend and speak in the board meetings.

77 **Section 7 Quorum**

78 The board shall have a quorum when the chairperson or the vice
79 chairperson and at least half of the other board members are present.

80 **Section 8 Agenda**

81 The secretary general and the chairperson of the board shall be jointly
82 responsible for drafting the agenda for the board meeting. The board
83 meeting shall discuss items on the agenda.

84 A matter, which is not included on the agenda, may be discussed if the
85 board so decides by at least two-thirds (2/3) of the votes cast.

86 **Section 9 Minutes**

87 The secretary general shall be responsible for attending to the duties of the
88 board secretary. The secretary general shall also be responsible for storing
89 the minutes of the board.

90 Minutes shall be drafted at meetings, which shall be published within one
91 (1) day after the review on the student union's official notice board. In

92 addition, the minutes shall be submitted for information to the mailing list
93 of the representative council and the student union's website within one (1)
94 day after the review of the minutes.

95 Minutes shall be reviewed within seven (7) days from the meeting. Minutes
96 shall be signed by the chairperson, secretary and the scrutinisers of the
97 minutes.

98 At the beginning of the meeting, the chairperson of the meeting shall invite
99 two (2) present board members to act as scrutinisers of the minutes.

100 **Chapter IV**

101 **Processing of matters**

102 **Section 10 Disqualification**

103 A board member shall be disqualified to participate in decision making that
104 concerns himself or herself personally. Disqualification shall be determined
105 by the chairperson of the meeting. However, in case of dispute, the matter
106 shall be determined by the simple majority of the board.

107 **Section 11 Decision-making order**

108 If there is a consensus or if a counter-proposal for a proposal provided as
109 the basis for presentation is not supported, the chairperson shall determine
110 the decision. Otherwise, the chairperson shall determine proposals to be
111 voted on.

112 After this, the chairperson shall present an election method for the
113 approval of the board and if there are several votes to be conducted, the
114 order of voting shall also be presented.

115 In the election of individuals or when two (2) board members so require,
116 the vote shall be conducted by secret ballot.

117 In the event of a tie, the chairperson shall have the casting vote. However,
118 in the election of individuals, the decision shall be made by a draw.

119 **Section 12 Shelving**

120 A matter presented for the first time shall be shelved until the next board
121 meeting if at least two (2) board members so require. The shelving of a
122 revised matter shall require a majority of the votes cast.

123 A matter, which is not on the agenda, shall be shelved if one (1) member
124 so requires.

125 If a matter is presented in a significantly modified form due to new reports
126 or presentations, it shall be considered to be presented for the first time.

127 **Section 13 Dissenting opinion**

128 A board member may present a dissenting opinion on a decision that one
129 has opposed by voting or by making a counterproposal. A dissenting
130 opinion may also be presented concerning the chairperson's interpretation.
131 A board member who wishes to present a dissenting opinion shall verbally
132 express this immediately when the decision is declared and submit a
133 dissenting opinion in writing to the secretary within the time period
134 reserved for the review of the minutes. A dissenting opinion shall always be
135 entered into the minutes.

136 **Chapter V**

137 **Board sections, committees and working groups**

138 **Section 14 Sections**

139 The board may establish sections to assist its work. Sections shall operate
140 under the board and shall be guided by the board's policies. Sections shall
141 report to the board about their operations and the board records the
142 minutes of sections for information.

143 Unless otherwise provided by these rules of procedure or regulations, work
144 in the sections shall comply with the rules of procedure of the board, as
145 deemed necessary by the chairperson of the section.

146 **Section 15 Committees**

147 Committees may operate under the board and sections. Operations of the
148 committees within the sections shall comply with provisions in these rules
149 of procedure concerning the operations of sections under the board, when
150 applicable.

151 **Section 16 Other working groups**

152 The board may also establish other groups to prepare issues and
153 implement other duties. When appointing a preparatory organ, the board
154 shall decide on its duties, authority, term of office, chairperson and
155 members, reporting obligation and the board member or elected official
156 acting as a contact person.

157 **Section 17 Assembly and duties**

158 Sections, committees and other working groups shall convene by the
159 invitation of their chairperson or vice chairperson as needed. Sections,
160 committees and other working groups shall prepare issues in their field to
161 the board, make initiatives to promote issues within their authority and
162 operate within the limits of responsibility entrusted to them by the board.

163 **Section 18 Minutes**

164 Sections, committees and other working groups shall draft a memo or
165 minutes at their meetings, which are issued for information to the board
166 meetings.

167 **Chapter VI**

168 **Specific provisions**

169 **Section 19 Amendments to rules of procedure and entry into force**

170 These rules of procedure may be amended by 2/3 of the votes of the
171 present members of the representative council at the representative council
172 meeting.

173 These rules of procedure have been approved in AYY's representative
174 council meeting 5/2012 on 29 March 2012.

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