

2 **RULES OF PROCEDURE OF THE BOARD**

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

5 **Section 1 Scope of application**

6 In addition to what is provided in Aalto University Student Union's Constitution, the
7 operations of the Student Union's Board shall comply with these Rules of Procedure and
8 general meeting practices.

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

11 **Section 2 Duties of the Board**

12 The Board is responsible for exercising the decision-making, administrative and executive
13 powers in all matters of the Student Union that are not stipulated in the Student Union's
14 Constitution or other decrees to be processed by the Representative Council and, in
15 particular, it is responsible for:

- 16 1. directing the Student Union's operations;
- 17 2. the administration and finances of the Student Union;
- 18 3. overseeing that the currently standing decrees, rules and other regulations
19 are complied with;
- 20 4. deciding upon matters regarding the finances or asset management of the
21 Student Union;
- 22 5. preparing a proposal to the Representative Council on the membership fee of
23 the Student Union;
- 24 6. preparing a proposal together with the Financial Directorate on the Student
25 Union's budget to the Representative Council;
- 26 7. providing the annual report to the Representative Council for information;
- 27 8. signing the financial statement of the Student Union in accordance with the
28 Accounting Act and presenting it to the Representative Council;
- 29 9. preparing the appointments of the Financial Director and the members of the
30 Financial Directorate for the Representative Council;
- 31 10. preparing within its authority the matters emerging in Representative Council
32 meetings;
- 33 11. implementing for its part the decisions of the Representative Council;
- 34 12. acting as the manager of the Executive Director;
- 35 13. deciding upon statements presented in the name of the Student Union;
- 36 14. representing the Student Union.

37 **Section 3 Duties of the Chair**

38 The duties of the Chair of the Board include:

- 39 1. directing the Board's operations;
- 40 2. convening the Board for meetings and chairing these meetings;
- 41 3. representing the Board;
- 42 4. signing the Board meeting minutes together with the meeting secretary and
43 the minutes reviewers.

44 When the Chair is incapacitated or disqualified, their duties are carried out by the Vice
45 Chair.

46 **III Chapter**
47 **Meetings of the Board**

48 **Section 4 Organising**

49 The Board may organise itself prior to the beginning of its term of office. The Board
50 decides upon the following matters in the first meeting of its term at the latest:

- 51 1. selecting the Vice Chair from its midst;
- 52 2. deciding upon the Board's internal division of duties;

53 3. deciding upon the payment grounds of remunerations related to the Board
54 members' positions of trust in accordance with the budget principles.

55 **Section 5 Meetings**

56 In the first meeting of its term of office, the Board decides when meetings are held, how
57 they must be communicated about and where they are generally held.

58 The Board also convenes at other times if the Chair deems this necessary or if at least two
59 (2) Board members so request in order to address an announced topic. In this case, Board
60 members must be informed about the meeting at least one day prior to the meeting.

61 **Section 6 Right to attend and address meetings**

62 The Chair of the Representative Council and the persons to whom the Chair of the meeting
63 gives permission have the right to attend and address the Board meetings.

64 **Section 7 Quorum**

65 The Board has a quorum when its Chair or Vice Chair and at least half of the other Board
66 members are present.

67 **Section 8 Agenda**

68 The Executive Director and the Chair of the Board are jointly responsible for preparing the
69 agenda for a Board meeting. The Board meeting will address the items on the agenda.

70 A matter that is not on the agenda may be addressed if the Board so decides by at least
71 two thirds (2/3) of the cast votes.

72 **Section 9 Minutes**

73 The Executive Director is responsible for attending to the duties of the Board secretary.
74 The Executive Director is also responsible for storing the minutes of the Board.

75 The minutes must be reviewed within seven (7) days of the meeting. The minutes are
76 signed by the Chair, the secretary and the minutes reviewers. The reviewed minutes are
77 published on the Student Union's notice board.

78 At the beginning of the meeting, the Chair of the meeting summons two (2) present Board
79 members to act as minutes reviewers.

80 **IV Chapter** 81 **Processing of matters**

82 **Section 10 Disqualification**

83 Board members are disqualified to participate in decision-making that concerns
84 themselves personally. Disqualifications are determined by the Chair of the meeting;
85 however, in case of dispute, they are determined by a simple majority of the Board.

86 **Section 11 Decision-making order**

87 If there is a consensus on a matter, or if the counterproposal for the proposal provided as
88 the basis for a presentation is not supported, the Chair must determine the decision.
89 Otherwise, the Chair must determine the proposals that must be voted on.

90 After this, the Chair must present a voting method for the Board's approval and, if there
91 are several votes to be conducted, also the order of voting.

92 In elections of persons, or when two (2) Board members so require, the vote is conducted
93 through secret ballot.

94 If the votes are tied, the Chair has the deciding vote; however, in elections of persons,
95 decisions are made by drawing lots.

96 **Section 12 Shelving**

97 A matter presented for the first time must be shelved until the next Board meeting if at
98 least two (2) Board members so require. A renewed shelving of a matter requires a
99 majority of the cast votes.

100 A matter that is not on the agenda must be shelved if one (1) member so requires.

101 If a matter is presented in a significantly modified form due to new reports or
102 presentations, it is considered as being presented for the first time.

103 **Section 13 Dissenting opinions**

104 A Board member may present a dissenting opinion on a decision that they have opposed
105 by making a counterproposal or in a vote. A dissenting opinion may also be presented on
106 the Chair's interpretation. A Board member who wishes to present a dissenting opinion
107 must verbally express this as soon as the decision is declared and submit their opinion in
108 writing to the secretary within the time period reserved for the reviewing of the minutes. A
109 dissenting opinion is always entered into the minutes.

110 **V Chapter** 111 **Board sections, committees and working groups**

112 **Section 14 Sections**

113 The Board may establish sections for its assistance. The sections operate underneath the
114 Board and are guided by the Board's policies. The sections report on their operations to
115 the Board.

116 **Section 15 Committees**

117 There may be committees operating underneath the Board and the sections. Where
118 applicable, the operations of committees underneath the sections shall comply with the
119 provisions in these Rules of Procedure concerning the operations of sections underneath
120 the Board.

121 **Section 16 Other working groups**

122 The Board may also establish other groups to prepare matters and to carry out other
123 tasks. When appointing a preparatory body, the Board decides upon its duties, authority,
124 term of office, Chair and members, reporting obligation and the Board member or officer
125 acting as its contact person.

126 **Section 17 Meetings and tasks**

127 The sections, committees and other working groups convene by invitation of their Chair or
128 Vice Chair when necessary. The sections, committees and other working groups prepare
129 matters in their operational field for the Board, make initiatives to promote matters within
130 their authority and operate within the limits of responsibility entrusted to them by the
131 Board.

132 **Section 18 Minutes**

133 The sections, committees and other working groups prepare a memo or minutes of their
134 meetings, and these are presented in a Board meeting for information.

135 **VI Chapter** 136 **Specific provisions**

137 **Section 19 Amendments to the Rules of Procedure and their entry into force**

138 These Rules of Procedure may be amended in a Representative Council meeting by a
139 majority of at least two thirds (2/3) of the votes of present Representative Council
140 members.

141 These Rules of Procedure have been approved in AYY's Representative Council meeting
142 5/2012 on 29 Mar 2012.