

Association Standing Order

Association Standing Order of the Student Union of Tampere University

Approved in the meeting of Council of Representatives on 23.11.2023.

Note! This is an unofficial translation. In case of any discrepancies between the English translation and the Finnish original, the Finnish original shall prevail.

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Chapter 1 Associations

Section 1 General provisions

The rights and responsibilities presented in this Standing Order apply to all associations operating within the Student Union of Tampere University (later Student Union) to whom it has granted the association status. The association status of the Student Union may be granted to a registered or unregistered association.

Section 2 Applying for association status and the register of associations

An association can apply for the association status by filling an application form. The application must include the name and contact information of the association, a list of the board members, and the number of full members of the association, who have the right to vote and the number of members of the association with Student Union membership at the time of application. The association's rules currently in effect and the latest approved plan of action must be provided as attachments of the application.

The Executive Board of the Student Union shall decide on granting the association status, and the applications are processed once a month from January to May and from August to December. Applications for association status received between June and August will be processed after the end of the summer meeting break.

The Executive Board of the Student Union maintains a register that lists all the associations that have been granted association status. The board confirms the register annually before the application period for operational grants opens. The public information of the associations is presented on the TREY website; otherwise, the register is not public. TREY's association specialist is responsible for the association register.

The status of a subject or faculty or umbrella association cannot be granted to more than one association operating for the same purpose.

Section 3 The criteria for association status

A registered or an unregistered association may get the association status by submitting an application, if the following requirements are met:

1. The association has at least ten (10) voting individual members or three (3) voting community members.
2. The majority of the members eligible to vote are members of the Student Union. If the association does not have individual members, all member associations must have the association status of the Student Union.
3. Association's activity unites the Student Union members,
4. The purpose and the activity of the association do not contradict the Student Union's purpose and activity.
5. The activities of the association and its parts, such as membership acquisition, are not discriminatory or unequal based on personal characteristics. The membership criteria of the association must be clear about the rules of the association. Reasons for refusal of a membership application shall be given to the applicant upon request.
6. The rules of the association must state all the requirements for said rules set by the Associations Act.

The association can obtain association status even if criterion 2) is not met.

In this case, the other criteria must be met, and the board of the Student Union must consider the purpose and activities of the association to support the activities of the Student Union.

The association must keep a list of the members of the association that is in accordance with the Associations Act, which must have every member's full name and place of residence and indicate whether they are a member of the Student Union.

The association is responsible for its own activity and finances. The association must keep double-entry accounting and comply with the legislation governing associations.

Section 4 The association field

The associations that have been granted association status by the Student Union have been divided into four categories as presented below.

1. Subject associations with student intake
2. Other subject associations
3. Faculty and umbrella associations
4. Hobby associations

All associations of the same category must be treated equally. An association can only belong to one category at a time.

The category of the association is defined by the Board of the Student Union according to the activities and purpose of the association. If an association does not meet the criteria for a certain association category, but the Student Union Board considers that the activities correspond to the purpose of the category, the Student Union Board may, if necessary, deviate from the criteria for categories set out in the rule later after consulting the association in question. If desired, the association can apply for a transfer to another association category.

Section 5 Subject associations with student intake

The status of a subject association may be granted to an association formed by students of one or more study programmes or degree programmes with student intake in Tampere University, whose purpose is to act as a link between its members and to participate in the design and development of the education and studies of its members. For the subject association status to be granted, the association must mention in its rules what field or fields' students' interests it promotes.

The subject associations with student intake have a right and a responsibility to advocate the interest of their own field's students, as well as to arrange the

tutoring of new students in cooperation with the Student Union and the University. The subject associations with student intake are required to nominate a person in charge of tutoring, who acts as a cooperation link between the association, the Student Union, and the degree programme.

Associations comparable to a subject association can also be classified in this category if they implement tutoring organised by the Student Union for their membership, for example, consisting of exchange students.

Section 6 Other subject associations

The status of other subject association may be granted to an association formed by the students of one or more study programmes or degree programmes in Tampere University, whose purpose is to act as a link between its members and to participate in the design and development of the education and studies of its members, but the study or degree programmes in question do not have their own student intake. For the status of other subject associations, the association must mention in its rules what field or field's students' interests it promotes.

Section 7 Faculty and umbrella associations

The status of a faculty or umbrella association may be granted to an association which pursues the interests of at least three TREY associations that have the association status and their members.

In order to gain the status of a faculty or umbrella association, the association must mention in its rules which fields of activity and/or form of activity associations interests it promotes in the Tampere university community.

Section 8 Hobby associations

Hobby associations are all the associations, that do not fit into the three association categories mentioned earlier.

Section 9 Rights of the associations

The Student Union supports the activity of the associations. The associations have the right to:

1. apply and be granted operational grants by the Student Union's Executive Board, which are issued in more detail in Chapter 2;
2. apply for and receive project grants granted by the Student Union Executive Board, which are specified in more detail in Chapter 3;

3. make motions to the Student Union's Council of Representatives and the Executive Board;
4. participate in courses and trainings organised by the Student Union;
5. benefit from other association services provided by the Student Union.

In addition, the Student Union will, where possible, provide the associations with facilities from the Student Union's facility quota and its other administered facilities, as well as other tools needed for the association's operations. More information about the facilities can be found in Chapter 4.

The right of the subject and faculty and umbrella associations to be heard when the Student Union elects student representatives for administrative bodies of the University is issued in more detail in the Standing Order on the Election of Student Representatives.

Section 10 Submitting the association announcement

The association must fill an association announcement annually before the deadline and in a way indicated by the Executive Board, and it must include at least the following information:

1. The name and contact information of the association;
2. The members of the statutory board of the association;

3. The number of members and the number of members belonging to the Student Union at the time of the announcement;
4. The plan of action of the current term of office.
5. The current rules of the association.

The association does not have to submit the association announcement on the calendar year that the Student Union has granted it association status.

Section 11 Denial and renouncement of the association status

An association may be denied its association status, if one of the following conditions is met:

1. The association fails the duties set for it in this Standing Order;
2. The criteria set for the association in Section 3 are no longer met;
3. The association purposely gives incorrect information when applying for grants or other support;
4. The association fails to submit the association announcement by the deadline for two consecutive years;
5. The association breaks the law or clearly and repeatedly operates against the purpose, values, or guidelines of the Student Union.

6. The association repeatedly or grossly violates the agreement on the use of association facilities.

The Student Union's Executive Board shall decide on the denial of the association status after hearing the association. If the board denies the association status, the decision must be brought to the attention of the Council of Representatives of the Student Union.

The association may renounce its association status with a written notification to the Executive Board of the Student Union. The board must then record the renouncement of the association status in its meeting.

Section 12 Appeal against a decision relating to association status

Decisions of the Executive Board of the Student Union of Tampere may be subject to appeal in accordance with the instructions given on the website of the Student Union.

Chapter 2 Operational grants

Section 13 General provisions

The Executive Board of the Student Union shall decide on the operational grants according to the budget set by the Council of Representatives and

according to this Standing Order. The purpose of the grant is to encourage and enable the associations to develop their operation. The grant of the Student Union shall not be used in the campaign work of the representative council elections.

Section 14 Awarding criteria for operational grants

The basis for awarding the operational grants are the association's financial need (means-tested part) and the score from the application, which is based on the quality and development of activity (motivational part). Educational affairs activity, internationality, events, equality and well-being, proper management of finances and tutoring are all considered in the scoring, but the different purposes of hobby associations and subject and advocacy associations are also taken into account. The more precise emphasis of these criteria and the contents of the application form shall be decided by the Executive Board of the Student Union. The criteria concerning each calendar year must be brought to the attention of the associations by the end of November of the year preceding that calendar year.

The criteria for awarding operational grants are:

1. The association announcement is filled precisely and on time;
2. The application form and required attachments are precisely filled and submitted;

3. There is a financial need for the means-tested part of the grant;
4. The association keeps a double-entry accounting.
5. There are at least ten (10) members, or at least three (3) community members.

In addition, the following is considered:

1. the score given based on the application form;
2. the requirements given by the Executive Board or the Council of Representatives of the Student Union are met;
3. the association furthers the realisation of communality of the students of Tampere;
4. the activity must be constant and developing;
5. the extent of the activity and the applicants as a whole.

Section 15 Applying for the operational grant

The operational grant can be applied for with the Student Union's operational grant application form. The Executive Board shall make the decision regarding the application period by the end of November of the year

preceding the application period. The following documents have to be submitted as appendices:

1. The budget for the current term of office and the Action Plan
2. The latest approved annual report, and
3. The latest approved financial report, showing the profit and loss account and balance sheet.

Questions about the incentive part will be answered on the basis of the previous term of office. The application and the attachments shall be submitted according to the instructions presented each year. The contact person identified in the application shall receive a written announcement of potential deficiencies of the application.

It is not possible to apply for an operating grant outside the stated application periods.

Section 16 Awarding operational grants

The operational grants must be awarded within two months after the application period has ended.

Section 17 Paying the operational grant

An awarded operational grant shall be paid in one instalment to the account specified in the application within a month after the operational grant has been awarded.

Section 18 Appealing an operating grant decision

Decisions of the Executive Board of the Student Union of Tampere may be subject to appeal in accordance with the instructions given on the website of the Student Union.

Chapter 3 Project grant

Section 19 General provisions

Project grant may be awarded to an association that has an association status.

An association may apply for project grant for one-time activities or projects. Project grants shall not be awarded for the continuous operation of the association, as it is supported through operational grants.

Projects that have surplus shall not be supported. The Student Union may grant the maximum of half of the total costs of the project – unless it is clearly a charity project.

The Council of Representatives shall decide on the amount of money allocated for project grants during each financial period when it approves the budget of the Student Union.

Section 20 Applying for the project grant

The project grant shall be applied for with the Student Union's project grant application form before the realisation of the project.

The application or its appendices must indicate:

1. The project plan,
2. An estimate of the project's revenue and expenditure, broken down.
3. A description of the effects or usefulness of the project for the applicant community, the student community of the Student Union of Tampere, or other target audience,
4. The most recent approved action plan of the association,
5. The most recent approved budget of the association,
6. The association's most recent financial statements. The financial statements must include the income statement and balance sheet.

Applications submitted after the project has been realised shall not be processed.

Section 21 Awarding the project grant

Project grant applications are processed in the meetings of the Executive Board once a month excluding June and July, or until the amount reserved for the financial year has been granted. Where aid has been claimed in excess of the reserved amount, the remaining amount shall be distributed proportionally according to the aid granted. The applications submitted by the last working day of the month preceding the processing of the applications must be processed by the 15th of the month.

New projects that can be seen to have a clear starting and ending point and which have not been implemented in a similar way before are in general considered as acceptable projects when distributing project grants.

Repeated projects, such as annual celebration parties and study trips, are excluded from the project grants, unless similar events have not taken place during the previous five calendar years. For example, it is possible to receive a project grant for the annual celebrations in 2025, if the association has not organised one in 2020–2024.

Events, functions, and purchases may be considered as projects, if they can be seen as one-time activities that differ from the applicant's regular activity.

When evaluating project grant applications, at least the scope of the project, the public interest, the quality of the application and previous project grant decisions are considered.

Project grants may also be granted for the registration of an association or for restarting the activities of a registered association.

Section 22 Paying the project grant

Project grants shall be paid as a single instalment to the account identified in the application within a month after the awarding decision.

Section 23 Supervising the project grant

An association that has received a project grant must submit a final report within three months after the project has been realised. The final report is 2 pages maximum and it must include the realised budget of the supported project with cost and revenue breakdowns and a brief account of the project.

The project grant may be claimed for recovery entirely or partially, if a proper account of the project is not submitted, the project has surplus, or the grant has been used for some other purpose than what was applied for. If the recovered grant is not repaid, the amount can be deducted from the

operational grant for the following year. Also, no new project grant can be received until the recovered grant has been paid.

Section 24 Complaints against a decision on project grant

Decisions of the Executive Board of the Student Union of Tampere may be subject to appeal in accordance with the instructions given on the website of the Student Union.

Chapter 4 Association facilities

Section 25 Applying for and granting of association facilities

An association that has the association status can apply for facilities from the Student Union of Tampere. The Board of the Student Union of Tampere may grant the space referred to by the Tampere University as association facilities or warehouses to an association that has applied for the facilities. The association must have a justified need for the facilities.

Applications for association facilities are processed in order of arrival. The Student Union Board may, for a justified reason, grant the association a facility past the queue. Facilities are primarily allocated to subject associations with student intake.

As a rule, an association can be granted one association facility and one warehouse. The space is primarily granted from the campus from which the association has applied for the space. The new facility will be granted primarily to an association that does not yet have its own space.

The continuity of the association seeking the space must be guaranteed.

The association must sign a user agreement for the university facilities one month after the decision to have access to the facilities.

Section 26 The transfer, denial and deletion of association facilities

If the association is being moved to another facility, the association's status will be maintained at least at the current level, unless the number of members or the scope of the association's activities has been verifiably reduced.

The association may lose its right to use the facilities for the following reasons:

1. The association repeatedly or grossly violates the Association Regulations or other Student Union guidelines.
2. The association does not comply with the contract for the use of organizational premises.

3. The association loses its association status according to section 11 §.

If the association facilities are decommissioned for compelling reasons independent of the Student Union, exceptions may be made with regard to the granting of facilities and the finding of new facilities.

Section 27 Appeals against a decision on association facilities

Decisions of the Executive Board of the Student Union of Tampere may be subject to appeal in accordance with the instructions given on the website of the Student Union.

Chapter 5 Implementation and amendments

Section 28 Entry into force of the Standing Order

The Standing Order shall enter into force immediately after the approval of the Council of Representatives. The application of the criteria in Chapters 1 and 5 of Section 3 for existing associations with association status will begin on 1 January 2025.

Section 29 Changing the Standing Order

Changes to this Standing Order may be made by a simple majority vote in the meeting of the Council of Representatives of the Student Union when the matter has been mentioned separately in the notice of meeting.