

Association Standing Order

The Association Standing Order of the Student Union of Tampere

This Standing Order was approved by the Council of Representatives in their meeting on November 11, 2018.

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

Table of contents

Chapter 1 Associations	3
Section 1 General provisions	3
Section 2 Applying for association status and the Register of Associations	3
Section 3 The criteria for association status	3
Section 4 The association field	4
Section 5 Student associations	4
Section 6 Other associations	5
Section 7 Advocacy associations	5
Section 8 Hobby associations	5
Section 9 Association's rights	5
Section 10 Submitting the association announcement	6
Section 11 Denial and renouncing of the association status	6
Chapter 2 Operational grants	7
Section 12 General provisions	7
Section 13 Criteria for allocating operational grants	7
Section 14 Applying for operational grants	8
Section 15 Granting operational grants	8
Section 16 Paying operational grants	8
Chapter 3 Project grant	9
Section 17 General provisions	9
Section 18 Applying for the project grant	9
Section 19 Granting the project grant	9
Section 20 Paying the project grant	10
Section 21 Supervising the project supports	10
Section 22 Coming into force of the Standing Order	10
Section 23 Making changes to the Standing Order	10

Chapter 1 Associations

Section 1 General provisions

The rights and responsibilities presented in this Standing Order apply to all associations to whom the Tampere Student Union (later Student Union) has granted the status of an association operating within it. The associations that have been granted the status of an association shall be referred to as subject associations, other associations, advocacy associations or hobby associations according to the nature of their activity.

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 other elected officials and employees at the time of application and the number of members of the association and the number of members 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 within a month after they have been submitted to the Student Union.

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.

The status of a student or an advocacy 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 majority of the members eligible to vote are members of the Student Union and its activity unites the Student Union members. The purpose or the activity of the association cannot contradict the Student Union's purpose and activity. The association status may also be granted to an association where less than half of the human members eligible to vote are members of the Student Union, if other

criteria set in this Standing Order are met, and the Student Union sees that the purpose and activity of the association supports the activity of the Student Union.

If the association has no human members, granting the association status requires that every member association eligible to vote has been granted the association status.

The rules of the association must mention all the requirements that the Associations Act has set for the rules.

The board of the association must keep a list of the members of the association, and it 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 bookkeeping of the association must abide by the regulations of the Accounting Act and the Associations Act.

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.

- Student associations
- Other associations
- Advocacy associations
- Hobby associations

All associations of the same category must be treated equally.

Section 5 Student associations

The status of a student 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 student association status to be granted, the association must mention in its rules what field or fields' students' interests it supervises.

The student associations have a right and a responsibility to implement the advocacy of their own field's students, as well as the tutoring of new students in cooperation with the Student Union and the University. The student associations are required to nominate a person who's in charge of tutoring, who acts as a cooperation link between the association, the Student Union and the degree programme.

The term “guild” may also be used of the technical field’s student associations.

Section 6 Other associations

The status of other 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 association, the association must mention in its rules what field or field’s students’ interests it supervises.

Section 7 Advocacy associations

The status of an advocacy association may be granted to an association formed by 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, and that don’t have human members, but the members consist of other associations. For the status of an advocacy association, the association must mention in its rules which fields’ students’ interests it supervises.

Section 8 Hobby associations

Hobby associations are associations, whose activities are based on a hobby or a conviction.

Section 9 Rights of the association

The activity of the associations is supported by the Student Union. 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) propose motions to the Student Union’s Council of Representatives and the Executive Board;
- 3) participate in courses and trainings organised by the Student Union;
- 4) benefit from other association services provided by the Student Union, like communication channels and counselling.

If possible, the Student Union will also 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.

The right of the student and advocacy associations to be heard when the Student

Union elects student representatives for administrative organs is issued in more detail in the Standing Order for the Election of Student Representatives.

Section 10 Submitting the association announcement

The association must fill an association announcement before the due date given by the Executive Board and in a way indicated by the Executive Board, and it must include the following information:

- 1) the name and contact information of the association;
- 2) the board members and other elected officials and employees at the time of the announcement;
- 3) the number of members and the number of members belonging to the Student Union at the time of announcement;
- 4) the plan of action of the current term of office.

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

If the rules of the association change, the new rules must be submitted to the Student Union immediately.

Section 11 Denial and renouncing 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;
- 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 rules
of the Student Union.

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 Student Union's Council of Representatives.

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

Chapter 2 Operational grants

Section 12 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.

Section 13 Criteria for allocating operational grants

The basis for allocating the operational grants are the association's financial need and the score from the application, which is based on the quality and development of activity. 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 student and advocacy associations is 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 allocating 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 must be a financial need for the means-tested part of the grant;
- 4) the association must have its own bank account;
- 5) there must be at least ten members, unless the association has no human members.

In addition, the following is considered:

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

Section 14 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.

A report on the activities from the association's preceding term of office and activities planned for its current term of office must be attached to the application. The Executive Board shall rule the form of the report. The plan of action and budget for the current financial period, as well as the latest approved annual report must be submitted as an attachment. Associations applying for the means-tested part of the grant must also submit the current financial period's budget and the latest approved financial statement.

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 the arrival of the application and the potential deficiencies of the application.

Section 15 Granting operational grants

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

Section 16 Paying operational grants

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

Chapter 3 Project grant

Section 17 General provisions

Project grants may be granted for an association that has association status or for one that has applied for it. The project grants shall be granted for other associations and communities only if their activity is seen to serve the Student Union's members.

An association may apply for project grants for one-time activities or projects. Project grants shall not be granted for annual events, for example, since they are supported with operational grants, and are not entitled to project grants. In general, projects that have surplus shall not be aided. 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 18 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 project plan and the project's budget and the applicant's financial situation must be included in the application or its attachments.

The project grant application must be submitted to the Student Union by the last working day of the month preceding the processing of the applications. The application must be signed. Unsigned applications and applications submitted after the project has been realised shall not be processed.

Section 19 Granting the project grant

Project grant applications are processed eight times a year in the Executive Board's meetings, mainly once a month from February to May and from September to December. 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.

One-time projects that can be seen to have a clear starting and ending time are in general considered as projects that are aided when allocating project grants. Other 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.

Project support may also be granted for one-time purchases, such as study trips, which support studies but are not part of the studies organised by the University.

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

Section 20 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 approval decision.

Section 21 Supervising the project grants

An association that has received a project grant must submit a final report within three months after the project has been realised. If the project continues through the turn of the year, a temporary report must be submitted by the end of the year. The final report is 2 pages maximum and it must include the realised budget of the supported project and an account of the project. The possible temporary report must include the realised income and expenses, possible changes in the budget and the persons in charge of the project after the turn of the year.

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.

Section 22 Entry into force of the Standing Order

This Standing Order shall enter into force on January 1, 2019. Implementation may be undertaken before the Standing Order entries into force.

Section 23 Making changes to the Standing Order

This Standing Order may be changed if the change is approved by a single majority vote in the meeting of the Student Union's Council of Representatives, and if the matter has been mentioned separately in the notice of meeting.