

The Association Standing Order of the Student Union of Tampere University

Approved in a Council of Representatives meeting on 18 November 2025

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Chapter 1 Associations

Section 1 General provisions

This Standing Order applies to all associations operating within the Student Union of Tampere University (hereafter, Student Union) to which the Student Union has granted association status and details the rights and responsibilities of the associations. The association status of the Student Union may be granted to a registered or an unregistered association.

Section 2 Applying for association status and the association register

An association can apply for association status by filling an application form.

The application must include

- 1) the name and contact information of the association
- 2) a list of the board members of the association
- 3) the number of association members that are eligible to vote
- 4) the number of Student Union members that belong to the association at the time of the application

The rules currently in effect in the association and the latest approved action plan must be provided as attachments to the application.

The Executive Board of the Student Union decides on granting association status. The Executive Board reviews applications once a month from January to May and from September to December. Association status applications

that are submitted between June and July are reviewed in August.

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

TREY's Specialist in Association Affairs is responsible for the association register.

The status of a subject, 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 be granted 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 voting members are members of the Student Union.
If the association does not have individual members, all member associations must have association status at the Student Union.
- 3) The activities of the association unite members of the Student Union.
- 4) The purpose and the activities of the association do not contradict the purpose and activities of the Student Union.

- 5) The activities of the association, such as the recruitment of members, do not discriminate or cause any unequal treatment based on personal characteristics. The membership criteria of the association must be clear about the rules of the association. An applicant must be provided the reasons for the denial of their membership application, if requested.
- 6) The rules of the association must state all of the requirements that the Associations Act places on the rules.

The association can be granted association status even if criterion 2) is not met. In this case, the other criteria must be met, and the Executive Board of the Student Union must deem the purpose and the activities of the association to be reflective of 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, and it must contain the full name and place of residence of each member and indicate whether the member is a member of the Student Union.

Associations are responsible for their own activities and finances. The association must do double-entry bookkeeping and adhere to legislation concerning associations.

Section 4 Associations

The associations that have been granted association status by the Student

Union are 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

Associations within the same category must be treated equally. An association may belong to only one category. The category of the association is determined by the Executive Board of the Student Union based on the activities and the purpose of the association.

If an association does not meet the criteria for a certain association category, but the Executive Board of the Student Union considers the activities of the association to correspond to the purpose of the category, the Executive Board of the Student Union may, if necessary, deviate from the category criteria dictated in the Standing Order after hearing the association in question.

The association may, at will, apply for a transfer to another association category.

Section 5 Subject associations with student intake

The status of a subject association with student intake may be granted to an association comprised of students of one or more specialisations or degree

programmes with student intake at Tampere University whose purpose is to act as a link between its members and to participate in the planning and development of the education and studies of its members. For the status of subject association with student intake to be granted, the association must mention in its rules the field or fields of study of the students whose interests the association promotes.

The subject associations with student intake have a right and a responsibility to advocate for the interests of the students in its field of study as well as to organise the tutoring of new students in collaboration with the Student Union and the University. The subject associations with student intake are required to appoint a person in charge of tutoring, who acts as the link for collaboration between the association, the Student Union, and the degree programme.

Associations comparable to subject associations can also be included in this category, if the associations arrange tutoring organised by the Student Union for, for example, their exchange students.

Section 6 Other subject associations

The status of other subject association may be granted to an association comprised of students of one or more specialisations or degree programmes at Tampere University whose purpose is to act as a link between its members and to participate in the planning and development of the education and

studies of its members. Other subject associations do not have student intake. For the status of other subject association to be granted, the association must mention in its rules the field or fields of study of the students whose interests the association promotes.

Section 7 Faculty and umbrella associations

The status of faculty or umbrella association may be granted to an association that promotes the interests of at least three associations who have association status at TREY and their members. For the status of faculty or umbrella association to be granted, the association must mention in its rules the fields of study, the area of activity, and the form of activity of the associations whose interests the association promotes in the university community of Tampere University.

Section 8 Hobby associations

All of the associations that do not fit into the three aforementioned association categories are hobby associations.

Section 9 Rights of the associations

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

- 1) apply for and be granted operational grants that are granted by the

Executive Board of the Student Union, which are dictated in more detail in Chapter 2;

- 2) apply for and be granted project grants that are granted by the Executive Board of the Student Union, which are dictated in more detail in Chapter 3;
- 3) submit initiatives to the Council of Representatives and the Executive Board of the Student Union;
- 4) participate in courses and trainings organised by the Student Union;
- 5) utilise other association services provided by the Student Union.

In addition, whenever possible, the Student Union provides the associations with facilities from the facility quota and the other administered facilities of the Student Union and supports the activities of the associations in other ways. More information on the facilities can be found in Chapter 4.

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

Section 10 Submitting the association announcement

Each association must fill an association announcement annually before the deadline and in the way instructed by the Executive Board. The association announcement must include at least the following information:

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

The association does not have to submit an association announcement in the calendar year that it has been granted association status by the Executive Board of the Student Union.

Section 11 Denial and renouncement of association status

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

- 1) The association fails the obligations 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 does not adhere to the contract on the use of

association facilities.

The Executive Board of the Student Union decides on the denial of association status. The Student Union must offer an association the opportunity to be heard before the association may be denied association status. If the Executive Board decides to not grant association status to an association, the decision must be brought to the attention of the Council of Representatives of the Student Union.

An association may renounce its association status with a written notification to the Executive Board and the association sector of the Student Union. The association sector must inform the Executive Board without delay. The Executive Board must then record the renouncement of association status in its meeting.

Section 12 Appealing against a decision on association status

Associations may request a rectification to or appeal decisions made by the Executive Board of the Student Union of Tampere University 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 decides on the operational grants in

accordance with this Standing Order and the budget set by the Council of Representatives. The purpose of the grant is to encourage and enable associations to develop their activities. The direct use of the operational grant of the Student Union for council election campaign work is forbidden.

Section 14 Granting criteria for operational grants

The basis for granting the operational grant is the financial need of an association (means-tested part) and the score given to the association's application, which is based on the quality and development of the association's activities (motivational part). Educational affair activities, internationality, events, equality and well-being, proper management of finances, and tutoring are taken into account in the score, but the different purposes of hobby associations as well as subject, faculty, and umbrella associations are simultaneously considered. The more precise emphasis on these criteria and the contents of the application form are decided by the Executive Board of the Student Union. The criteria concerning each calendar year must be brought to the attention of the associations a month before the beginning of the application period.

The criteria for granting 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 does double-entry bookkeeping, and the bookkeeping of the association is precise.
- 5) The association has at least ten (10) individual members or three (3) community members.
- 6) The association furthers the realisation of a sense of community for the students in Tampere.

Section 15 Applying for the operational grant

The operational grant is applied for with the operational grant application form of the Student Union. The Executive Board decides on the application period by the end of November of the year preceding the application period.

The following documents have to be submitted as attachments:

- 1) the budget and the action plan of the current term of office,
- 2) the latest annual report approved in a meeting of the association, and
- 3) the latest approved financial statement, showing the income statement and the balance sheet.

Questions regarding the motivational part are answered on the basis of the previous term of office. The application and the attachments are to be submitted according to the instructions given each year. The attachments must be submitted even if the association is applying for only one of the two parts of the operational grant. The contact person named in the application is informed of potential deficiencies in the application in writing.

It is not possible to apply for the operational grant outside of the application periods given.

Section 16 Granting operational grants

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

Section 17 Paying the operational grant

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

Section 18 Appealing against a decision on operational grant

Associations may request a rectification to or appeal decisions made by the Executive Board of the Student Union of Tampere University 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 granted to an association that has association status and has submitted the association announcement of the current calendar year.

An association may apply for project grant for one-time activities and projects. Project grants are not granted for the continuous activities of an association, as they are supported through operational grants. Projects that have surplus are not supported. The Student Union may grant a maximum of half of the total costs of the project – unless it is clearly a charity project.

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

Section 20 Applying for the project grant

The project grant is applied for with the project grant application form of the Student Union before the realisation of the project. The application or its attachments must indicate:

- 1) the project plan,
- 2) an estimate of the project's income and costs, 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 University, or other target audience.

Applications submitted after the project has been realised are not reviewed.

Section 21 Granting the project grant

Project grant applications are reviewed in Executive Board meetings once a month, excluding June and July, or until the amount allocated for the accounting period has been granted. If the grant has been applied for past the allocated amount, the remaining amount is distributed proportionally based on the grants that have been granted. The applications submitted by the last working day of the month preceding the reviewing of the applications must be reviewed by the 15th day of the month.

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

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

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

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 taken into account.

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

A project grant is paid as a single instalment to the account specified in the application within one month after the project grant has been granted.

Section 23 Overseeing the project grant

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

The project grant may be claimed back 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 it was applied for. If the claimed grant is not repaid, the amount may be deducted from the operational grant for the following year. In addition, no new project grant can be received until the claimed grant has been paid.

Section 24 Appealing against a decision on project grant

Associations may request a rectification to or appeal decisions made by the

Executive Board of the Student Union of Tampere University in accordance with the instructions given on the website of the Student Union.

Chapter 4 Association facilities

Section 25 Applying for and the granting of association facilities

An association that has association status can apply for association facilities from the Student Union of Tampere University. The Executive Board of the Student Union may grant the facility that Tampere University has intended to be used as an association facility or storage space to an association that has applied for a facility. The association must have a justified need for the facility.

Association facilities are granted based on the need of an association to the associations who have applied for a facility. Facilities are primarily granted to subject associations with student intake.

An association may be granted one association facility and one storage space. The facility is primarily granted from the campus from which the association has applied for the facility.

The association must sign a user agreement for the university facilities to have access to the facility.

Section 26 The relocation, denial and decommission of association facilities

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

An association may lose its right to use their facility for the following reasons:

- 1) The association repeatedly or seriously violates the Association Standing Order or other guidelines of the Student Union.
- 2) The association does not adhere to the contract for the use of association facilities.
- 3) The association loses its association status in accordance with Section 11.

If an association facility is 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 Appealing against a decision on association facilities

Associations may request a rectification to or appeal decisions made by the Executive Board of the Student Union of Tampere University in accordance with the instructions given on the website of the Student Union.

Chapter 5 Implementation and amendments

Section 28 The coming into effect of the Standing Order

This Standing Order comes into effect immediately after the approval of the Council of Representatives.

Section 29 Amending the Standing Order

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