

# The Main Rule of the Student

## Union of Tampere University

Finnish original approved in the meeting of the Council of Representatives of the Student Union of Tampere University on November 11, 2018 and November 20, 2018.

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

### Chapter 1 Name, domicile and purpose

#### Section 1 Student Union

The name of the Student Union is Tampereen ylioppilaskunta, abbreviated as TREY. The Student Union may also be called by the Swedish name Studentkåren vid Tammerfors universitet and the English name Student Union of Tampere University. Henceforth in the Rule, it shall be called the Student

Union. The official language of the Student Union is Finnish, and its domicile is the city of Tampere.

The Council of Representatives exercises the decision-making power of the Student Union, according to the provisions laid down in the Rules of the Student Union. The Council of Representatives shall be elected by the Student Union members every second year with proportional, secret and direct elections. The administrative authority and executive power of the Student Union is exercised by the Executive Board, which shall be elected by the Council of Representatives. The chair of the Executive Board is the chair of the Student Union.

## **Section 2 The purpose and duties of the Student Union**

The Student Union is a self-governing public corporation as defined in Section 46 of the Universities Act. Further provisions pertaining to the administration of the Student Union are laid down in Sections 3 and 4 of the Government Decree 770/2009. The purpose of the Student Union is to act as a link between its members and to promote their societal, social and intellectual endeavours regarding studies and students' status in society.

The duty of the Student Union is to contribute to the educational mission of the university referred to in Section 2 of the Universities Act by preparing students for active, informed and critical citizenship.

In addition, the Student Union has the following particular duties, as specified in Section 46 of the Universities Act:

- 1) to nominate student representatives to the administrative bodies of the university referred to in Chapter 3;
- 2) to nominate student representatives to the student financial aid board of the university referred to in Section 9 of the Student Financial Aid Act (65/1994); and
- 3) when deemed necessary, to contribute to the implementation of the tasks relating to students' primary health care referred to in Section 14 of the Primary Health Care Act (66/1972) and Chapter 13, Sections 11-14 of the Health Insurance Act (1224/2004).

### **Section 3 Rights, property and the funding of operation**

The Student Union may obtain rights in its own name, undertake commitments, own immovable property and shares, accept bequests and donations and collect funds with appropriate permissions, pursue business

activities to fund its operation, as well as pursue and defend litigation in court or other authority.

## **Chapter 2 Members**

### **Section 4 The members of the Student Union**

All students studying for a Bachelor's or a Master's degree in Tampere University shall be members of the Student Union. The Student Union may also admit other students of Tampere University as its members. The Executive Board of the Student Union shall decide on the criteria upon which other students of the University may be admitted as members.

### **Section 5 Honorary member**

The Council of Representatives of the Student Union may admit individuals, who have contributed outstandingly to the endeavours of the Student Union as honorary members of the Student Union, when at least two thirds (2/3) of the council members in attendance support the admission. A justified proposal of the honorary member may be made by the Executive Board of the Student Union, a member of the Council of Representatives or at least ten (10) members of the Student Union.

## **Section 6 Supporting member**

The Student Union may accept natural persons and associations with legal capacity as its supporting members. The Council of Representatives shall decide on the admission of a supporting member by at least a two-third (2/3) majority from the council members in attendance.

## **Section 7 The rights and duties of a member**

All members of the Student Union who have enrolled as present at the University shall have the right to vote in the Student Union elections and the votes by members. All eligible voters shall have an equal right to vote in the Student Union elections and votes by members. All eligible voters shall be eligible for the membership of the Council of Representatives and the Executive Board, unless otherwise provided in this Rule or in the Election Rule.

All members of the Student Union must pay the fees mentioned in Section 46 of the Universities Act. Further provisions pertaining to the membership fee are laid down in Section 33.

All members of the Student Union shall have the right to utilise the benefits, rights and services resulting from the operation of the Student Union. The

Student Union shall have the right to charge service fees according to the rates determined by the Executive Board.

## **Chapter 3 The Student Union meeting and vote by members**

### **Section 8 Vote by members**

A consultative vote by members may be conducted among the Student Union members. A vote by members shall be conducted when at least two thirds (2/3) of the council members present in the meeting of the Council of Representatives announce in writing to the chair of the meeting, that they request subjecting an item on the agenda of that meeting to a vote by members in order to hear the opinion of the members. The Council of Representatives shall approve the principles followed in the vote by members separately each time.

In this case, the Council of Representatives must appoint a Central Election Committee, which must conduct the vote by member within three (3) weeks of the date the vote was requested. The appointment and operation of the Central Election Committee are subject to the provisions of the Election Rule of the Student Union.

Each member of the Student Union who has enrolled as present at the University shall have an equal right to vote in the vote by members. Voting by proxy is not allowed.

## **Chapter 4 Council of Representatives**

### **Section 9 The size of the Council of Representatives**

The Council of Representatives comprises of forty-nine (49) members, who shall be elected from among the members of the Student Union. Further provisions pertaining to the organisation of the Student Union elections are laid down in the Election Rule of the Student Union.

In addition to the provisions in this Rule, the operation of the Council of Representatives is subject to the Rules of Procedure for the Council of Representatives.

### **Section 10 A member of the Council of Representatives**

If a member of the Council of Representatives loses their eligibility temporarily or permanently or resigns from the council for any other reason before the end of their term, or they are disqualified or otherwise prevented

from attending a meeting of the council, they shall be replaced by a deputy member according to the provisions laid out in the Rules of Procedure for the Council of Representatives.

A member or a deputy member of the council may, for a justifiable reason, seek permission to a temporary absence from the council for no longer than a year, in case they temporarily lose their eligibility. The Council of Representatives may grant permission to be absent in a manner provided in the Rules of Procedure for the Council of Representatives.

The members of the Executive Board are disqualified from acting as a member of the Council of Representatives during their term of office, as are the employees of the Student Union during their period of employment.

## **Section II The term of office of the Council of Representatives**

The term of office of the Council of Representatives begins on 1 January following the elections, and it lasts two (2) years. However, if the new council has not been elected in accordance with the Rules, the term of office of the council shall continue until the new council has been elected in accordance with the Rules. The term of office of the chair and the vice chairs is a calendar year. However, the term of office may continue to the next calendar year, until



the new chair and vice chairs have been elected in accordance with the rules.

After the election and before the beginning of its term of office, the Council of Representatives shall convene for a constitutive meeting, where every person who is a member of the council when the term of office begins shall be eligible to vote. A person who is elected as the chair or as a vice chair of the council in the constitutive meeting must be a full member of the council.

The chair of the presiding Council of Representatives or the chair of the Executive Board shall summon the new representatives to a constitutive meeting no later than thirty (30) days after the results of the representative elections have been announced, the announcement day included. When the chairs of the Council of Representatives are elected, the full member of the council who received the highest number of personal votes in the previous representative elections shall act as the chair of the meeting.

The new Student Union elections must be held if the decision to hold new elections is approved in two (2) consecutive meetings of the Council of Representatives arranged at least two (2) weeks apart, the meeting days included. In both meetings, the decision must be approved by at least two

thirds (2/3) majority of votes. Further provisions pertaining to the arranging of the new elections are laid out in the Election Rule.

## **Section 12 The duties of the Council of Representatives**

In addition to duties specified elsewhere in the rules of the Student Union, the Council of Representative has the following special duties:

1. electing a chair and two (2) vice chairs from their midst and relieving them of their duties;
2. electing the chair and the members of the Executive Board and relieving them of their duties;
3. electing two auditors and their personal deputies and relieving them of their duties;
4. electing the chair and members of the Administration Committee;
5. electing the chair and members of the Committee for Financial Affairs;
6. inviting and electing the chair and members of the Honorary Committee;
7. electing the Student Union representatives to
  - a. the Tampere Student Housing Foundation (TOAS) delegation
  - b. the General Assembly of National Union of University Students in Finland (SYL)
  - c. the General Assembly of Finnish Student Sports Federation (OLL)

and

- d. the board of Tampereen ylioppilassäätiö;
8. making proposals of the Student Union to the Finnish Student Health Service delegation;
9. electing student representatives to the Academic Board of Tampere University and its preparatory bodies;
10. deciding on the budget and possible supplementary budgets of the Student Union as well as the guidelines and instructions that must be followed in the financial management and operation;
11. deciding on the number of employees when discussing the budget;
12. deciding on the plan of action of the Student Union;
13. deciding on the strategy and policies of the Student Union;
14. deciding on the amounts of membership fees;
15. approving the financial report and the annual report as well as deciding on any further actions that those reports may necessitate;
16. deciding on the discharge of liability of those liable to render accounts on the basis of the auditors' reports;
17. approving the rules of the Student Union and submitting them for ratification according to Section 46 of the Universities Act;
18. at the proposal of the Executive Board, deciding on issues that concern the buying, selling or trading of property or other notable assets, or the execution of a land exchange, or the mortgaging of property or a

- building or other construction situated on that property, or starting the construction of a new building;
19. deciding on the substantial diversification or reduction of the Student Union's business activities;
  20. appointing the Central Election Committee referred to in the Election Rule of the Student Union;
  21. approving the Election Rule and Rules of Procedure of the Student Union and other rules it considers necessary;
  22. electing a Secretary-General for the Student Union and an editor-in-chief for the newspaper of the Student Union or other similar person responsible for student media, and relieving them of their duties;
  23. deciding on the Student Union's affiliation to or resignation from other communities;
  24. deciding on other issues which must, according to the provisions laid out in the law, in this Rule, in the Rules of Procedure, or in Standing Orders, be determined by the council; or which the council has reserved the right to make decisions on by a written claim by at least 15 members of the council and at least seven (7) days after the Executive Board has made a decision on the issue; or which the Executive Board or another body or at least fifty (50) members of the Student Union have referred to the Council of Representatives for a decision.

## Section 13 The meetings of the Council of Representatives

The Council of Representatives has a quorum when at least half (1/2) of the members of the council, including the chair or at least one of the vice chairs, are present.

The council shall hold, at a minimum, a constitutive meeting after the results of the representative elections have been confirmed and before the second calendar year of its term begins, a spring meeting before the 30<sup>th</sup> of April, and an autumn meeting before the 30<sup>th</sup> of November.

In addition, the Council of Representatives shall hold meetings as necessary when summoned by the Executive Board of the Student Union, if the Executive Board so decides or if at least five (5) members of the council demand it from the Executive Board in writing.

In this case, the meeting must be held within two (2) weeks from the date when it was requested, except for a meeting summoned during a holiday period, of which further provisions are laid out in the subsection 1 of Section 18.

## **Section 14 The constitutive meeting**

In the constitutive meeting, the Council of Representatives shall only:

- 1) record the composition of the council;
- 2) record the composition of any council groups that may have been formed;
- 3) elect the chair of the council and the first and second vice chairs;
- 4) elect the chair of the Executive Board;
- 5) elect the members of the Executive Board;
- 6) elect the chair and members of the Administration Committee;
- 7) elect the chair and members of the Committee for Financial Affairs; and
- 8) summon and elect the chair and members of the Honorary Committee.

If the council decides to dissolve itself according to subsection 4 of Section 11, or if a new council has not been elected by the end of the term of office of the council, the council shall continue to operate until the new council has held its constitutive meeting. The new council shall be elected for the remainder of the term of office.

## **Section 15 The autumn and spring meetings**

In addition to the constitutive meeting, the council shall have

- 1) a spring meeting before April 30th, where the council shall
  - 1) hear the statements of the auditors;
  - 2) discuss the reports of the Executive Board on the previous financial period and decide on any further actions that those reports may necessitate;
  - 3) approve the financial statement and decide on any further actions that it may necessitate; and
  - 4) decide on discharging those liable to render accounts from their liabilities.
- 2) an autumn meeting before November 30th, where the council shall
  - 1) approve the budget and plan of action of the Student Union for the next financial period;
  - 2) decide on the amount of the membership fee for the next academic year; and
  - 3) elect two auditors and their personal deputies to audit the accounts, management of finances and other administration of the financial period. At least one of the auditors must be an auditor who has been approved by the Finnish Patent and Registration Office (a HT, JHT or KHT auditor). An auditing

company that has been approved by the Finnish Patent and Registration Office (a HT or KHT company) may also act as an auditor.

### **Section 16 Council groups**

Members of the Council of Representatives may form council groups. Further provisions of the status of the council groups are laid out in the Rules of Procedure for the Council of Representatives.

### **Section 17 The committees and other organs of the Council of Representatives**

The Council of Representatives shall have an Administration Committee, a Committee for Financial Affairs and an Honorary Committee. Further provisions of the statuses and duties of these committees are laid out in the Rules of Procedure for the Council of Representatives. The council may also appoint other organs to attend to tasks that the council considers necessary.

### **Section 18 The notice of a council meeting**



The notice of a council meeting must be sent or otherwise delivered in writing to the members of the council and posted, at least, to the notice board of the Student Union no fewer than seven (7) days before the meeting, the sending and meeting day included. If the council meeting shall be held or the notice is sent during an uninterrupted holiday period of the University lasting more than seven (7) days, the notice must be sent by post or otherwise delivered in writing or by email to the members of the council at least three (3) weeks before the meeting.

The notice of meeting must include the matters discussed in the meeting.

The notice of meeting must always include a mention if any of the following matters shall be discussed in the meeting:

- 1) amending the Rules, the Election Rule, the Rules of Procedure or other rules or regulations;
- 2) buying, selling or trading property, conducting land exchange, mortgaging a property or a building or other construction situated on the property, starting the construction of a new building or a renovation, or substantially diversifying or reducing the business activities of the Student Union;
- 3) dismissing the Executive Board, a member of the Executive Board, an auditor, the chair or vice chair of the Council of Representatives, the Secretary-General, or the editor-in-chief or other similar person

responsible for student media;

- 4) approving the budget, a supplementary budget or the plan of action;
- 5) organising a special audit; or
- 6) imposing membership fees and other fees on the members of the Student Union.

With the exception of matters mentioned in the subsection 3 above, the council may discuss a matter not mentioned in the notice of meeting if this is approved by a three-fourth ( $3/4$ ) majority of votes. Further provisions pertaining to the operation of the Council of Representatives are laid out in the Rules of Procedure for the Council of Representatives.

### **Section 19 The right to speak in a council meeting**

Each member of the Student Union has a right to be present in a council meeting without the right to speak, unless the council decides otherwise. The deputy members of the council and the employees of the Student Union have the right to be present and to speak in a council meeting. The chair of the meeting may, at their discretion, grant the right to be present and the right to speak to other persons as well.

## **Section 20 A written inquiry and a report of actions**

At least five (5) members of the Council of Representatives or fifty (50) members of the Student Union may make an inquiry on a specified matter to the Executive Board or the person elected by the Council of Representatives in another position of trust in the Student Union. The inquiry must be delivered in writing to the chair of the Council of Representatives, who must immediately communicate it to the Executive Board or to the aforementioned person in a position of trust. The Executive Board or the aforementioned person in a position of trust must answer the inquiry within two (2) weeks of receiving it. The Council of Representatives shall discuss the answer in its next meeting and decide on any further actions that the answer may necessitate.

Whenever the Council of Representatives decides to refer a matter (excluding resolutions) proposed in a meeting to the Executive Board for preparation or execution, the board must submit a report of its actions or its proposal to the council no later than in the second (2<sup>nd</sup>) meeting after the meeting where the Council sent the matter to the board for preparation.

## **Section 21 The right to submit an initiative**

The members of the Student Union and the associations as defined in the Association Standing Order have a right to submit initiatives to the Council of Representatives and the Executive Board of the Student Union. The initiative must be submitted in writing to the Secretary-General of the Student Union or the chair of the Executive Board, and it must be recorded as an initiative. The council must respond to the initiative no later than two months and the board no later than one month from the date the initiative was submitted. Initiatives submitted between 1 April and July 31 shall be processed by 30 September.

## **Section 22 Electing the Executive Board**

Provisions regarding the election of the Executive Board are laid out in the Rules of Procedure for the Council of Representatives.

## **Section 23 Confidence in the chair and vice chairs of the Council of Representatives**

The chair and the vice chairs of the Council of Representatives must enjoy the confidence of the council. The council may relieve the chair or the vice chair of the council of their duties before the end of their term of office by

deciding that the chair or vice chair no longer enjoys the confidence of the council. No fewer than ten (10) members of the council may leave a justified motion in writing to the chair of the council for a resolution of no confidence concerning the chair or the vice chair of the council. The chair or the vice chair of the council must respond to the resolution in a council meeting, which must be held within two (2) weeks from the date the motion was made. After hearing the response, the council shall hold a vote of confidence. A resolution of no confidence concerning the chair applies to the vice chairs as well. A resolution of no confidence may not be shelved in a council meeting.

## **Chapter 5 The Executive Board**

### **Section 24 The Executive Board of the Student Union**

The Executive Board of the Student Union shall consist of a chair and, subject to the decision of the Council of Representatives, five to eleven (5-11) members, whom the council shall appoint in its constitutive meeting for one calendar year at a time. The council shall decide the number of board members before electing the members as a separate decision item. The Executive Board shall elect the vice chair from among its members.

The Executive Board itself shall decide on the more specific distribution of its tasks. In addition to the provisions laid out in this Rule, the operations of the Executive Board are subject to the Rules of Procedure for the Executive Board, which the Council of Representatives shall approve.

The term of office of the Executive Board shall begin once the term of office of the Council of Representatives that nominated that Executive Board has begun. The Executive Board may constitute itself before its term of office begins.

## **Chapter 25 Disqualification**

A member of the Executive Board must be a member of the Student Union who is enrolled as present or absent at Tampere University. Graduation does not disqualify a member of the Executive Board from acting in the Executive Board for the remainder of their term of office.

During their term of office, a member of the Executive Board is disqualified from acting as a member of the Council of Representatives or as a permanent employee of the Student Union. A chair or a vice chair of the council who is elected to the Executive Board shall resign from their duty immediately.

The employees of the Student Union are not eligible for the Executive Board.

## **Section 26 Confidence in the Executive Board**

The Executive Board and each of its members must enjoy the confidence of the Council of Representatives.

The Council of Representatives may relieve the Executive Board or one of its members of their duties before the end of their term of office by deciding that the Executive Board or one of its members no longer enjoys the confidence of the council.

No fewer than ten (10) members of the council may leave a justified motion in writing to the chair of the council for a resolution of no confidence concerning the chair or the vice chair of the council. The chair or the vice chair of the council must respond to the resolution in a council meeting, which must be held within two (2) weeks from the date the motion was made. After hearing the response, the council shall hold a vote of confidence. A resolution of no confidence concerning the chair applies to the vice chairs as well. A resolution of no confidence may not be shelved in a council meeting.

## **Section 27 Complementing the Executive Board**

If the number of members of the Executive Board who wish to resign or who are relieved of their duties constitutes more than half of the board, the matter shall be dealt with as if the whole board had requested for resignation. The Council of Representatives may allow the board to resign by a justified motion made by the chair of the Executive Board.

If a member of the Executive Board requests for resignation or is relieved of their duties before their term of office ends, the Council of Representatives shall decide on complementing the board at the proposal of the chair of the Executive Board.

Whenever the Council of Representatives discusses relieving the Executive Board or one of its members of their duties in its meeting, provisions pertaining to the confidence of the council in the board, laid out in the Rules of Procedure for the Council of Representatives, must be observed.

If the council relieves the board of its duties or if a new board has not been elected, the old board shall continue to operate until the new board has been elected. If the board changes before the end of the term of office, the term of office of the new board shall continue until the end of the calendar year in



progress. The new board shall constitute itself within seven (7) days of the date it was elected.

## **Section 28 Quorum**

The Executive Board shall meet when summoned by its chair whenever the chair considers it necessary or whenever two (2) members of the board request it from the chair. If the chair is prevented from summoning the meeting, the meeting shall be summoned by the vice chair.

The Executive Board has a quorum when at least half (1/2) of its members, including the chair or the vice chair, are present.

## **Chapter 29 The duties of the Executive Board**

The administrative and executive power of the Executive Board includes the following duties:

- 1) managing the operation of the Student Union;
- 2) representing the Student Union in legal matters, making contracts and taking legal actions on behalf of the Student Union unless specified otherwise in Section 46 of the Universities Act or in these Rules, and also otherwise representing the Student Union;

- 3) summoning the meetings of the Council of Representatives and preparing matters to be discussed in the meetings of the council, unless stated otherwise;
- 4) executing the decisions of the Council of Representatives;
- 5) reporting to the Council of Representatives of its actions between council meetings;
- 6) conducting the administration of the Student Union and supervising compliance with the existing rules, orders and regulations of the Student Union;
- 7) being responsible for the operation and finances of the Student Union according to the plan of action and the budget approved by the Council of Representatives and other directions and decisions given by the council;
- 8) approving the financial statement and annual report that shall be presented to the Council of Representatives;
- 9) electing the employees and relieving them of their duties, insofar as it does not fall under the duties of the Council of Representatives;
- 10) deciding on the wages of the employees within the limits set by the budget and the collective wage agreement;
- 11) electing the deputies for the Secretary-General and the editor-in-chief or other similar person responsible for student media for employment relationships shorter than one year, and relieving them of

their duties;

- 12) deciding on matters which concern the representation of the Student Union, insofar as they do not fall under the duties of the Council of Representatives according to the Rules currently in force;
- 13) granting resignation to a student representative from an organ or working group not subject to the Election Rule of the University;
- 14) making the motion to the Council of Representatives pertaining to the admission of an honorary member;
- 15) maintaining communication with student associations and other communities that are relevant to the operation of the Student Union;
- 16) processing the initiatives addressed to the Executive Board and the Council of Representatives;
- 17) deciding on the fees which shall be charged for using the services provided by the Student Union;
- 18) deciding on the comments and statements that shall be made in behalf of the Student Union;
- 19) being responsible for the publications of the Student Union; and
- 20) whenever necessary, deciding on other matters which are not defined as a duty of the Council of Representatives or some other organ.

Further provisions regarding the duties and operation of the Executive Board are laid out in the Rules of Procedure for the Executive Board.

### **Section 30 Transferring preparatory power**

The Executive Board may transfer the preparation of matters and the execution of decisions to employees it has appointed or to organs under the Executive Board.

### **Section 31 Remuneration of the Executive Board**

The chair, vice chair and members of the Executive Board shall receive remuneration for their work according to the budget approved by the Council of Representatives.

## **Chapter 6 Finances**

### **Section 32 Covering the expenses of the Student Union**

The expenses incurred by operation suitable for the realisation of the purpose of the Student Union shall be covered by revenue received from the Student Union's assets or other operation and by the membership fees which the Student Union is entitled to charge from its members according to Section 46 of the Universities Act.

## Section 33 Membership fee

A member of the Student Union must pay the fees mentioned in Section 46 of the Universities Act. The Council of Representatives shall decide on the amount of the membership fee and the grounds for payment. The Rector shall ratify the membership fee and the University shall oversee the payment of the fee.

The Executive Board of the Student Union may decide to grant a member an exemption from the membership fee in whole or in part, if it is clear that due to proven lack of means, paying the membership fee would jeopardise the member's right to an education defined in Section 16 of the Constitution of Finland (731/1999). Furthermore, the Executive Board shall have the right to grant a member of the Student Union an exemption from the membership fee in whole or in part, whenever there are special grounds for it. Further provisions pertaining to granting an exemption from the membership fee are laid out in the instructions pertaining to finances. A member who has been granted an exemption from the membership fee shall not lose their membership rights.

An honorary member is exempt from paying the membership fee. The Council of representatives shall decide annually on the amount of the membership fee for supporting members.

### **Section 34 Accounting**

The financial period of the Student Union is the calendar year. The financial statement must be written and presented, along with the annual report written by the Executive Board as well as other necessary documents, to the auditors of the Student Union no later than on March 31<sup>st</sup>. Further provision pertaining to the management of finances are laid out in the instructions pertaining to finances, approved by the Council of Representatives.

For the purpose of auditing the accounts, the Student Union shall in its constitutive meeting appoint two auditors and their personal deputies. At least one of the two auditors must be an auditor approved by the Finnish Patent and Registration Office (a HT, JHT or KHT auditor). An auditing company that has been approved by the Finnish Patent and Registration Office (a HT or KHT company) may also act as an auditor. The Executive Board may additionally appoint internal auditors.

Each financial period, the auditors must carry out an audit of the administration, the finances and the accounts, and present an auditor's report to the Council of Representatives based on this audit. The documents required for the audit must be delivered to the auditors immediately after the financial statement has been completed, but no later than three (3) weeks before the spring meeting of the Council of Representatives.

The auditor's report must include the statements required by the Auditing Act and a special statement on:

- 1) the approving of the financial statement;
  - 2) discharging those liable to render accounts from their liabilities;
- and
- 3) the proposal of the Executive Board regarding the surplus or the deficit.

### **Section 35 Financial risks**

In matters that incur significant financial risks or liabilities, a more complex decision-making procedure must be followed. The decision must be approved by a two-thirds ( $2/3$ ) majority of votes in two (2) consecutive meetings of the Council of Representatives, arranged at least two (2) weeks apart, the meeting days included, or by five-sixths ( $5/6$ ) majority of votes in a

single meeting. In addition, a risk analysis concerning the matter must be carried out and a written statement obtained from the auditors.

This section must be applied at least where the following matters are concerned:

- 1) initiating new business activities or significantly diversifying former business activities; or
- 2) guarantees and lendings of over EUR 50,000, and other similar commitments and risks.

## **Chapter 7 Special regulations**

### **Section 36 The authority to sign for the Student Union**

Any two of the following persons together have the authority to sign for the Student Union: the chair of the Council of Representatives, the chair and vice chairs of the Executive Board, and the Secretary-General.

In addition, the Council of Representatives may authorise a person to sign for the Student Union together with the Secretary-General. In this case, the Council of Representatives must mention the object, coverage and extent of



the authority to sign in its decision. If necessary, the Executive Board may grant a limited authority to sign.

### **Section 37 The publication of the decisions**

The decisions of the Council of Representatives and the Executive Board, with the appeal instructions included, must be made available to the public in accordance with the Rules of Procedure for the Council of Representatives.

### **Section 38 Claim for a revised decision**

According to the Universities Act (558/2009), a claim for revision of a decision of the Student Union concerning an administrative matter may be lodged according to the provisions laid out in the Administrative Procedure Act (434/2003). The request may be lodged by a party whom the decision concern or whose rights, duties or entitlements of the decision immediately affects. The party shall be deemed to have received service of the decision when the decision is posted on the Student Union's official notice board for public inspection or when the party has received service of the decision in person where necessary. The claim for a revised decision must be lodged within 30 days of receiving service of the decision to the organ who issued the decision. An appeal against the decision made on the claim for a revised

decision may be lodged to an administrative court as provided in the Administrative Judicial Procedure Act (586/1996).

Furthermore, a member of the Student Union has a right to appeal against a decision made by a Student Union organ on the grounds that the procedure that led to the decision was in violation of the law, the rules or other provisions applying to the Student Union or that the decision is otherwise in breach of the law or provisions applying to the Student Union. However, a decision which concerns only the drafting or execution of a certain matter may not be appealed against. The appeal shall be lodged to the Hämeenlinna Administrative Court as provided in the Administrative Judicial Procedure Act (586/1996). The administrative court ruling may not be appealed against.

### **Section 39 Amendments to the Rules**

These Rules may be amended in two (2) consecutive council meetings arranged at least two (2) weeks apart, the meeting days included. The amendment must be approved by a two-thirds (2/3) majority of votes given by persons in attendance.

The amendment shall be ratified according to Section 46 of the Universities Act.

Whenever the Executive Board intends to motion to the Council of Representatives that the Rules be amended, there must be a specific mention of it in the notice of the council meeting.

### **Section 40 Entry into force**

These rules shall enter into force once they have been ratified by the President of Tampere University, which shall begin its operation on the 1<sup>st</sup> of January 2019.

## **Transitional provisions for the period of founding the Student Union, 9 October – 31 December 2018**

### **Section 1 The term of office of the first Council of Representatives**

The term of office of the first Council of Representatives, elected by representative elections on 26 September 2018, shall begin on 9 October 2018. By derogation from this Rule, the term of office of the first chair and vice

chairs of this council shall last longer than for one calendar year, from the constitutive meeting of the council to the end of the year 2019.

## **Section 2 The first constitutive meeting**

In its first constitutive meeting on 9 October 2018 the Council of Representatives shall, by derogation from this Rule:

- 1) record the composition of the council;
- 2) record the compositions of any council groups that may have been formed;
- 3) elect the chair of the council and the first and second vice chairs;
- 4) decide on the Main Rule of the Student Union and on transitional provisions for the transitional period 9 October–31 December 2018;
- 5) decide on the duration of the term of office of the first council;
- 6) decide on the Rules of Procedure for the Council of Representatives;
- 7) decide on the Rules of Procedure for the Executive Board;
- 8) approve the Election Rule of the Student Union and the Standing Order on the Election of Student Representatives;
- 9) appoint an Election Committee for the election of student representatives, which was started by the Central Election Committee;

- 10) appoint a representative of the council to the working group for recruiting the Secretary-General;
- 11) approve the composition of the Central Election Committee;
- 12) elect the chair and members of the Administration Committee;
- 13) not elect the Honorary Committee. The Honorary Committee shall be elected in the first council meeting of 2019 from distinguished alumni of both old student unions. An equal number of alumni from each old student union shall be elected. The first Honorary Committee shall be elected for the first year of operation;
- 14) not elect the Committee for Financial Affairs. The Committee for Financial Affairs shall be elected in the first council meeting of 2019 according to an application process decided on by the Executive Board; and
- 15) appoint a Preparatory Committee to act as a temporary Executive Board during the transitional period 9 October–27 November according to Section 4 of the transitional provisions.

### **Section 3 The first autumn meeting of the Council of Representatives**

In its first autumn meeting on 27 November 2018 the council, by derogation from this Rule:

- 1) may decide on the budget for a period shorter than the financial period;
- 2) may postpone the decision on the amount of the membership fee for the academic year 2019–2020 to spring 2019;
- 3) shall elect the chair of the Executive Board; and
- 4) shall elect the members of the Executive Board.

Furthermore, by derogation from the regulations regarding the autumn meeting, the amount of the membership fee for spring 2019 must be decided in a council meeting before 1 November 2018.

#### **Section 4 The Preparatory Committee**

During the transitional period 9 October–27 November, a Preparatory Committee shall fulfil the role of the Executive Board as defined in the Main Rule of the Student Union. The responsibilities of the Preparatory Committee comprise drafting and presenting matters for the Council of Representatives. The Preparatory Committee consists of two equal co-chairs, four members and six general deputy members. The Preparatory Committee shall summon its secretary from among the employees of Student Union of Tampere University of Technology or Student Union of University of Tampere.

The chair of the Executive Board of Student Union of Tampere University of Technology and the chair of the Executive Board of Student Union of University of Tampere shall act as equal co-chairs of the Preparatory Committee. A meeting of the Preparatory Committee shall elect the chair of each meeting from among these two, the ideal situation being that each co-chair acts as the chair in every second meeting.

Two members of the Executive Board of Student Union of Tampere University of Technology and two members of the Executive Board of Student Union of University of Tampere shall be appointed as members of the Preparatory Committee.

Three members of the Executive Board of Student Union of Tampere University of Technology and three members of the Executive Board of Student Union of University of Tampere shall be appointed as general deputy members of the Preparatory Committee. The general deputy members are specific to each student union and they shall be arranged accordingly in an internal order of preference, so that the full members elected from the Student Union of Tampere University of Technology shall have a first, second and third general deputy member appointed for them and full members elected from the Student Union of University of Tampere shall have a first, second and third general deputy member appointed for them.

The members and deputy members of the Preparatory Committee are disqualified from membership in the council.

## **Section 5 The special duties of the Preparatory Committee during the transitional period**

The Preparatory Committee shall constitute itself on 10 October 2018. During the period 9 October–27 November, the Preparatory Committee shall have the following special duties:

- 1) drafting matters that the council shall decide on pertaining to the founding of the Student Union, until the first Executive Board begins its work on 27 November 2018;
- 2) electing student representatives to the administrative bodies of the new University at the proposals of the Election Committee appointed by the council;
- 3) presenting proposals concerning the matters it has drafted for discussion in the evening sessions and meetings of the council;
- 4) deciding on other procedures that shall be followed during the transitional period and the practices pertaining to the beginning of the operation of the new Student Union.



Otherwise, the Preparatory Committee is subject to the provisions pertaining to the Executive Board laid out in this Rule.

## **Section 6 The term of office of the first Executive Board of the Student**

### **Union**

The first Executive Board of the Student Union shall, by derogation from this Rule, have decision-making power starting immediately from its election. Its term of office shall continue until 31 December 2019. A full or a deputy member who is elected to the first Executive Boards of the Student Union may be disqualified for longer than one calendar year, but not for longer than their term of office lasts.

The first Executive Board shall constitute itself within 10 days of its election.

### **Section 7 The transition of the operations of the Student Union**

The operations, members and staff of the merging student unions shall transition from the merging student unions to the Student Union of the new University on 1 January 2019. The transition of the staff is subject to provisions laid out in the Employment Contracts Act pertaining to assignment of business.

The assets, outstanding accounts and other rights shall be assigned to the new Student Union of the new University on 1 January 2019. The Student Union of the new University shall be responsible for the contractual obligations and other commitments and the statutory duties and responsibilities of the student unions that shall merge on 1 January 2019.