

## STUDENT UNION OF HäME UNIVERSITY OF APPLIED SCIENCES RULES

### Section 1. Student union

The student union is a statutory body governed by public law and has autonomy. The activities and administration of the student union are managed by the Board elected from among the members, and the Representative Council.

The name of the student union is the Student Union of Häme University of Applied Sciences, domiciled in Hämeenlinna, and Finnish as the language. The abbreviation HAMKO may be used for the student union.

### Section 2. Purpose and activities

For its part, the student union's task is to prepare students for active, informed and critical citizenship. The task of the student union is also to act as a link between its members and to promote their societal, social and intellectual aspirations, as well as those related to their studies and students' role in society.

The student union appoints the student representatives to the institutions of the university of applied sciences referred to in chapter 4 of the Act on Universities of Applied Sciences.

The student union may acquire rights in its name, enter into commitments, own immovable property, real estate and shares, receive legacies and donations, collect funds with the relevant licence, engage in economic activities to finance its activities, and act as plaintiff and defendant.

### Section 3. Members

Every student studying towards a degree at Häme University of Applied Sciences has the right to become a member of the student union.

In addition, exchange students participating in degree-oriented training at Häme University of Applied Sciences and study path students at Häme University of Applied Sciences can also join as members. Study path students can only become members during path studies.

The student union may also include support and honorary members. Private persons and legally viable entities wishing to support the activities of the student union and who are accepted as support members by the Board may join the student union as support members. The Representative Council may also invite persons who have made a significant contribution to the student union's activities and objectives as honorary members of the student union.

The decision on the approval of an honorary member is taken at the meeting of the Representative Council by unanimous decision. The honorary membership of the student union is for life. The student union keeps a register of honorary members.

Full and support members of the student union are obliged to pay the joining and membership fee set by the Representative Council. Honorary members do not pay the joining and membership fee. A full member who has not fulfilled their membership obligations or who no longer studies at Häme University of Applied Sciences is deemed to have resigned. A support member who has not fulfilled their membership obligation is deemed to have resigned.

The Representative Council may, by a two-thirds (2/3) majority vote, dismiss a member who has significantly harmed the student union through their conduct within or outside the student union. The procedure laid down in sections 14 to 15 of the Associations Act (503/1989) is followed in the dismissal of a full member. The Board decides on the termination of a support membership by a simple majority.

#### **Section 4. Membership fee**

The Representative Council has the right to impose an annual membership fee on members and a joining fee on joining members. The Board of the student union decides on the method and time to collect the membership fees.

#### **Section 5. Representative Council**

The highest decision-making power of the student union is exercised by the Representative Council. The term of office of the Representative Council is one calendar year.

The Representative Council is responsible for the following:

- adopt the rules and regulations of the student union,
- elect and remove the Presidium of the Representative Council,
- elect and remove the Presidium and the members of the Board,
- elect and remove the students' representatives from the institutions of the university of applied sciences referred to in chapter 4 of the Act on Universities of Applied Sciences,
- decide on the budget and the action plan,
- elect and dismiss the auditors and their deputies,
- approve the student union's annual report,
- approve the financial statements, the audit and decide on granting discharge to those accountable,
- decide on the guidelines for the activities and finances of the student union,
- decide on matters which constitute a substantial reduction or extension of an economic activity and the purchase, sale, mortgage or construction of real estate and shares.

Twenty-one (21) members are elected to the Representative Council. In student union elections, only the full members of the student union who have completed the student union's membership obligation have the right to vote. Every person entitled to vote is eligible to stand as a candidate in the Representative Council elections. Honorary and support members do not have the right to vote.

The Representative Council is elected by proportional list election from among the eligible members in accordance with section 29(3)(2) of the Associations Act (503/1989).

The Central Election Committee elected by the student union Board is responsible for organising student union elections, and the organisation of the elections is laid down in more detail in the student union's Election Regulations.

A member or officer of the student union's Board may not serve as a member of the Representative Council at the same time. If a member of the Representative Council is elected to the student union's Board or as a student union officer, they shall be deemed to have resigned from the duties of a representative and be replaced by the vice-member with the highest reference figure in the Representative Council. If a member of the Representative Council loses their eligibility to stand as a candidate, resigns from the Representative Council in the middle of their term of office or is otherwise disqualified from acting, they shall be replaced by the vice-member with the highest reference figure.

The Representative Council can dissolve itself and order new elections to be held. The decision on the dissolution of the Representative Council and new elections shall be taken at two (2) successive meetings of the Representative Council, between which shall not be less than fourteen (14) days. The adoption of the decision requires more than half (11) of all the votes of the Representative Council at both meetings. The new Representative Council shall be elected within thirty (30) days of the dissolution decision for the remainder of the term of office. The dissolved Representative Council will carry out its duties until the new Representative Council is organised.

### **Section 6. Meeting of the Representative Council**

The Representative Council meets annually in three (3) regular meetings: the organising meeting before the beginning of its term of office, the spring meeting in March-April, and the autumn meeting in October-December.

In addition, the Representative Council meets at the invitation of the Board when the Chair of the Board or the Chair of the Representative Council deems it necessary, or when the Representative Council so decides. A meeting may also be convened when at least seven (7) members of the Representative Council or at least two hundred (200) members of the student union so request from the Board for the purpose of their written notification. Written requests shall be submitted to the Chair of the student union's Board. An extraordinary meeting shall be held within fourteen (14) days of the Board's verifiable receipt of the request in writing.

The invitation to the Representative Council meeting shall be sent in writing at least seven (7) days before the meeting to all members of the Representative Council. In addition, the meeting shall be notified on the student union's website at least seven (7) days before the meeting. The invitation shall state all matters to be discussed at the meeting.

Matters outside the invitation to the meeting may also be discussed if the Representative Council so decides by a two-thirds (2/3) majority. However, the matters mentioned in section 23 of the Associations Act cannot be decided unless they are mentioned in the notice of the meeting. The secretary of the Representative Council is the Executive Director of the student union. If the Executive Director is prevented from attending, the Representative Council shall invite a secretary for the meeting.

The organising meeting of the Representative Council discusses the following matters:

- the composition of the Representative Council is established,
- the Chair, the Vice-Chair and other necessary officers are elected from among the Representative Council,
- the Chair and Vice-Chair of the student union's Board are elected,
- the student union's Board is elected.

The spring meeting discusses the following matters:

- the student union's annual report prepared by the Board is discussed,
- the financial statements prepared by the Board in accordance with the Accounting Act and the auditor's report are discussed,
- the financial statements are adopted and the measures to be taken are decided on,
- granting discharge to those accountable is decided on.

The autumn meeting discusses the following matters:

- the action plan for the following year is decided on,
- the budget for the following year is decided on,
- an auditor and a vice-auditor are elected,
- the amounts of the joining and membership fees for the following year are decided on,
- any other necessary provisions for the following year are decided on,
- the remuneration of trustees for the following year is decided on.

A meeting of the Representative Council shall be legal and quorum when the meeting has been duly convened and at least seven (7) members of the Representative Council are present, at least one of whom shall be the Chair or Vice-Chair.

A member of the Representative Council shall notify the Chair of the Representative Council of their participation in writing no later than two (2) days before the meeting of the Representative Council.

A member of the Representative Council shall be deemed to have resigned if they are absent without prior notification from three (3) successive meetings of the Representative Council.

The Board, officers and members of the student union shall have the right to attend and speak at the meetings of the Representative Council, if the Representative Council does not decide, by an absolute majority of votes, to restrict the right to attend during the discussion of a matter.

A member of the Representative Council has one (1) vote at their disposal. The vote may only be used in person.

More detailed guidelines on the work of the Representative Council are given in the Administrative Regulations.

## Section 7. Board

The administrative and executive powers of the student union are exercised by the Board. The Board's task is to lead the student union's activities, to be responsible for the administration of the student union, and to ensure that the regulations in force are complied with. The term of office of the Board is the calendar year. The Board shall be elected from candidates nominated by individual proportional list voting in accordance with section 29(3)(3) of the Associations Act (503/1989), if there are more candidates than those to be elected. The persons elected to the Board shall be full members of the student union at the time of the election.

The Board consists of a Chair, a Vice-Chair, and at least three (3) and at most eight (8) members. A student union officer cannot be a member of the Board. The Executive Director of the student union acts as secretary at Board meetings. If the Executive Director is prevented from attending, the Board shall invite a secretary for the meeting.

The Board is convened by the Chair of the Board or, if the Chair is prevented, by the Vice-Chair. The Chair shall also convene a meeting when requested in writing by at least two (2) members of the Board. Invitations to Board meetings shall be sent in writing five (5) days before the meeting. At its organising meeting, the Board decides on the manner in which it will be convened.

A Board meeting shall be legal and quorum when the meeting has been duly convened and the Chair or Vice-Chair and at least half (1/2) of the members of the Board are present.

The Chair and Vice-Chair of the Representative Council have the right to attend and speak at Board meetings. At its meetings, the Board may decide, by a majority of at least three-fourths (3/4) of the votes cast, to address a matter that is not mentioned in the meeting invitation.

Each member of the Board has one (1) vote. The vote may only be used in person.

If the Representative Council has relieved the Board or a member of the Board from their duties in the middle of the term of office, a new Board or a new member may be elected for the remainder of the term of office. If the Representative Council relieves the Chair of the Board in the middle of the term of office, the entire Board is relieved of its duties, and a new Chair, Vice-Chair and Board shall be elected for the remainder of the term of office.

If the Board resigns or is otherwise relieved of its duties, it shall be responsible for the necessary tasks of the Board until the new Board is organised. If the Representative Council dissolves itself in the middle of its term of office, the Board shall also be deemed to have resigned.

More detailed guidelines on the work of the Board are given in the Administrative Regulations.

## Section 8. Officers

Student union officers are the Executive Director and other employees deemed necessary. The Executive Director is responsible for the activities of the student union office and acts as the supervisor of other officers. The closest supervisor of the Executive Director is the Chair of the Board.



The terms of employment of student union officers are defined in the employment contract.

The Board decides on the appointment of the Executive Director and other matters related to the employment relationship of the Executive Director. The Board appoints the Executive Director of the student union on a proposal by the interview group. Other officers are appointed, and matters related to their employment relationships are decided by the Board on a proposal by the Executive Director.

### **Section 9. Student representative of the Board of Häme University of Applied Sciences LTD**

The student representative of the Board of Häme University of Applied Sciences LTD is elected by the Representative Council.

The student representative is elected for the term of office of the Board of the company at a time.

The student representative shall be a student in the education leading to a degree at Häme University of Applied Sciences.

### **Section 10. Right of initiative**

Every member of the student union has the right to submit an initiative to the Representative Council and the Board. Initiatives shall be submitted in writing to the Board thirty (30) days before the meetings of the Representative Council and ten (10) days before the meetings of the Board.

The initiative shall be discussed at the next possible meeting of the Representative Council after the Board meeting. The first signatory of the initiative has the right to be heard at the meeting of the Representative Council and the Board. The first signatory of the initiative shall be informed in writing of the decision taken within seven (7) days of the decision being taken.

### **Section 11. Decision-making**

Decisions on substantive matters are taken by a simple majority of votes, unless otherwise provided for in the law or in these rules in respect of a matter. In the event of a tie, the Chair's position decides the matter, except in the case of elections of persons, in which case the matter is decided by lot. Closed ticket voting is used in the election of persons. The vote shall also take the form of a closed ballot, if any of the voting representatives of the meeting so require.

A meeting representative may express a dissenting opinion on a decision which they have objected to by means of a counterproposal or vote. A dissenting opinion shall be expressed orally immediately after the decision has been notified and shall be submitted in writing to the secretary of the meeting within three (3) days. When submitting in writing, a dissenting opinion cannot be justified other than on the grounds presented at the meeting. A dissenting opinion is always recorded in the minutes.

### **Section 12. Electronic decision-making**

The decision-making of the student union's Board and Representative Council can be arranged by means of a telecommunications connection or other technical assistance. The use of electronic decision-making is laid down in more detail in the Administrative Regulations adopted by the Representative Council

### Section 13. Public access to documents

The publicity of the student union's activities is governed by the provisions of the Act on the Openness of Government Activities (621/1999) concerning the publicity of the activities of the authorities referred to in section 4(1) of that Act. Other documents of the student union are public to the members of the student union, unless otherwise decided by law or these rules.

Documents related to the student union's real estate and business activities and privacy documents are not public. A party has the right to have access to documents concerning them. However, a statement, memorandum or other report generated among the student union institution is public, unless the institution decides otherwise under the Act on the Openness of Government Activities. A document under preparation is not yet public.

Upon request, members of the student union have the right to receive extracts from the public minutes of the student union's Representative Council, Board and institutions. These extracts are subject to a fee decided by the Board to the student union.

### Section 14. Right of appeal

A decision taken by the student union pursuant to section 41 of the Act on Universities of Applied Sciences is appealed in accordance with that section. In other respects, the provisions of the Associations Act (sections 32 and 33) apply.

### Section 15. Signatories

The name of the Student Union shall be signed by the Chair of the Board and the Executive Director together, or by one of them together with the Vice-Chair or a member of the Board. By its decision, the Board may also grant the right to sign to one person for the purpose of dealing with a particular matter.

### Section 16. Finances

The student union is obligated to keep accounts. Where applicable, the accounts shall be carried out within the meaning of the Accounting Act (1336/1997). The student union has either an auditor and a vice-auditor or an audit firm is responsible for auditing. The auditor shall be an authorised public accountant (KHT/HTM) or an authorised audit firm. The student union's financial year is the calendar year.

The Board is responsible for the financial management of the student union together with the Executive Director.

The Board of the student union shall prepare the financial statements in accordance with the Accounting Act and submit the documents necessary for the audit to the auditors. The auditors shall give their opinion to the Board before the spring meeting of the Representative Council. The Board shall submit the financial statements, the auditor's report and reports prepared in response to any objections to the Representative Council in connection with the invitation to the spring meeting.

The financial management of the student union is governed in more detail by the Administrative Regulations.

## Section 17. Amendment of the rules

Amendments to these rules are decided by the Representative Council. Amendments to the rules shall be decided at two (2) consecutive meetings held at least fourteen (14) days apart, at each of which the proposed amendment shall receive at least three-fourths (3/4) of the votes cast at a quorate meeting. The rules are adopted by the President of Häme University of Applied Sciences.

## Section 18. Dissolution of the student union

The student union's activities are based on section 41 of the Act on Universities of Applied Sciences (413/2005), and the student union cannot be dissolved while Häme University of Applied Sciences continues to operate and section 41 of the Act on Universities of Applied Sciences (413/2005) remains unchanged. The student union will cease to exist when the University of Applied Science's authorisation expires. Before that, the Representative Council may, at two (2) consecutive quorate meetings held at least fourteen (14) days apart, at both meetings by a majority of at least three-fourths (3/4), determine the termination of the student union and decide on the transfer of assets to a legal entity corresponding to the purpose and functioning of the student union.

## Section 19. Entry into force

These rules will enter into force as soon as they have been signed by the President of Häme University of Applied Sciences.

*These rules have been adopted at the meetings of the Student Union Representative Council of Häme University of Applied Sciences 6/2021 (9 November 2021) and 7/2021 (14 December 2021).*

*These rules have been confirmed by the signature of Pertti Puusaari, President of Häme University of Applied Sciences in Hämeenlinna on 7 March 2022*

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Time and place

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Pertti Puusaari  
President  
Häme University of Applied Sciences