

1 **Aalto University Student Union**

2 **Administrative and economic regulation**

3 **Chapter I**

4 **Scope of application and general information**

5 **Section 1 Scope of application**

6 This regulation shall apply to all student union activities and, when
7 applicable, to the student union's majority-owned subsidiaries or the
8 associations under the student union's authority.

9 **Section 2 Publicity**

10 The Universities Act provides that the publicity of the student union
11 activities shall comply with provisions in the Act on the Openness of
12 Government Activities (621/1999) concerning the confidentiality of the
13 activities of authorities referred to in Section 4(1) of the Act.

14 The student union, therefore, shall comply with this principle of publicity in
15 all its operations.

16 **Section 3 Principles of good administration**

17 When attending to its public administrative duty, the student union shall
18 comply with the Administrative Procedure Act and the Administrative
19 Judicial Procedure Act.

20 In addition to the previously mentioned, the student union's all activities
21 shall comply with the principles of good administration referred to in the
22 Constitution and the Administrative Procedure Act (434/2003), which
23 include, among other things:

- 24 • principle of equality (no one is placed in an unequal position based on
25 a personal matter)
- 26 • principle of service (student union activities take into account the
27 attitude of service and the quality of service)
- 28 • principle of advice (members are instructed to contact an appropriate
29 body if other than the student union)
- 30 • requirement of proper language use (the student union's
31 communications and decision-making are in clear language)

32 The student union shall communicate about its activities in accordance with
33 the language strategy approved by the representative council.

34 **Chapter II**

35 **The student union bodies and the staff**

36 **Section 4 Representative council**

The representative council shall have the power of decision in the student union (Universities Act 558/2009) together with the board. The duties of the representative council shall be defined in the student union rules.

With a separate decision, the representative council may establish committees, which are regulated by the rules of procedure of the representative council.

37 **Section 5 Board**

38 The board shall have the power of decision in the student union, as well as
39 administrative and executive power (Universities Act 558/2009). The duties
40 of the board shall be defined in the student union rules and the rules of
41 procedure of the board.

42 The board may establish sections, committees and working groups, which
43 are regulated by the rules of procedure of the board.

44 **Section 6 Financial committee**

45 The financial committee is a body governing the student union finances
46 referred to in the Government Decree on Universities (770/2009). Duties
47 and powers of the financial committee in relation to the board shall be
48 defined in this regulation.

49 **Section 7 Honorary delegation and continuity committee**

50 In accordance with the constitution, the student union shall have an
51 honorary delegation and continuity committee. This regulation shall define
52 in more detail the operations of these bodies.

53 **Section 8 Central election committee**

54 For the implementation of the representative council elections, the student
55 union shall have a central election committee appointed by the board. The
56 implementation of the elections and the central election committee shall be
57 defined in the election regulation approved by the representative council.

58 **Section 9 Staff**

59 The student union shall have a secretary general and chief financial officer,
60 officers and other staff members in order to implement the purpose of the
61 student union and attend to administration and finances.

62 The student union's leading officers shall be the secretary general and chief
63 financial officer, who operate as the employer's representatives in relation
64 to the rest of the staff. The board shall act as a manager to the secretary
65 general who is accountable to the board. The financial committee shall
66 operate as a manager to the chief financial officer who is accountable to
67 the financial committee and the board.

68 Working conditions of the staff shall be provided by the collective
69 agreement binding the student union, and the working conditions of the
70 secretary general and the chief financial officer shall be provided by their
71 employment agreements.

72 Permanent employees in the non-profit sector shall be appointed and
73 released from their duties by the student union board, based on the
74 proposal of the secretary general, a person appointed to the duty by the
75 board or by the recruitment working group. The secretary general shall be

76 elected by the representative council in accordance with the student union
77 rules. Other personnel and persons in non-military service in the non-profit
78 sector shall be appointed and released from their duties by the secretary
79 general within the framework defined by the budget.

80 Employees in other operations shall be appointed and released from their
81 duties by the chief financial officer within the framework defined by the
82 board, financial committee and the budget.

83 The student union's representative council shall take a position on the total
84 number of staff members when approving the budget. An employee's job
85 title and salary shall be decided and the job description shall be defined
86 when employing a person.

87 **Section 10 Organisation of activities**

88 The student union's activities shall be divided into non-profit activities,
89 support activities, investment activities and residential property activities.

90 **Chapter III**

91 **Non-profit activities**

92 **Section 11 Duties**

93 Duties of the student union's non-profit activities shall be:

- 94 1. student union's advocacy work;
- 95 2. producing member and organisational services;
- 96 3. preparing decision making for the student union's decision-making
97 bodies;
- 98 4. implementing decisions of the student union's decision-making bodies.

99 **Section 12 Superior**

100 The student union's secretary general shall lead non-profit activities and
101 the staff in the non-profit activities. The secretary general's duties shall be
102 supervised by the board.

103 **Section 13 Secretary general and duties**

104 The secretary general shall be the student union's senior official, who is
105 elected for three years at a time. In addition to the duties referred to in the
106 student union's constitution rules, the secretary general shall be
107 responsible for:

- 108 1. providing regulations and guidelines concerning non-profit activities;
- 109 2. finances of non-profit activities and their implementation, as well as
110 approving commitments to expenditure caused by activities;
- 111 3. attending to the duties of the secretary of the representative council,
112 board and the central election committee;
- 113 4. attending to general preparation, information and implementation of the
114 decisions of the student union's decision-making bodies;

- 115 5. ensuring that the student union's activities and administration comply
116 with the general law and regulations;
- 117 6. attending to the orientation of the student union's elected officials and
118 the staff in non-profit activities;
- 119 7. proving correct and providing extracts of the minutes of the student
120 union's decision-making bodies;
- 121 8. providing employment certificates for the staff in non-profit activities
122 and certifications for acting in an elected office in the student union;
- 123 9. attending to the allocation of student cards to the student union
124 members;
- 125 10. preparing the student union's annual report.
- 126 In addition, the secretary general shall also be responsible for other duties
127 provided by the representative council and the board. The secretary
128 general may delegate the above tasks to the rest of the staff within the
129 limits of the student union regulations.

130 **Chapter IV**
131 **Finances**

132 **Section 14 Regulations on the student union's financial**
133 **management**

134 The student union's financial and property management shall comply with
135 the provisions of this regulation, in addition to what is provided in the
136 Government Decree on Universities (770/2009), the student union's
137 constitution and other regulations concerning the student union.

138 **Section 15 Student union's overall finances**

139 The student union's administrative and economic regulation shall apply to
140 the student union's overall finances, which include all economic activities of
141 the student union, all revenues and expenditures received by the student
142 union and the entire property of the student union at any given time.

143 **Section 16 Covering the student union's expenditure**

144 The expenditure caused by the student union's non-profit activities shall be
145 covered with the fees imposed to be paid by the student union members,
146 income from the student union property and other income from the student
147 union's actual operations. The student union's actual operations (with the
148 exception of investments related to residential property activities) shall not
149 be financed by debt.

150 **Section 17 Responsibilities and decision-making in financial**
151 **management**

- 152 In accordance with the student union's constitution:
- 153 - the student union's representative council shall be the highest decision-
154 making body in the student union

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- 155 - bodies exercising the decision-making, administrative and executive
156 power shall be the board and the financial committee appointed by the
157 representative council in matters that are not ordered to the
158 representative council by the constitution
- 159 - The financial committee shall be responsible for the management of the
160 student union's property, as well as the preparation and implementation
161 of issues provided by this regulation.

162 Financial responsibilities shall be divided as follows:

163 Representative council

- 164 - decides on the framework for financial management when approving the
165 annual budget and the supervision of financial management when
166 approving the financial statement
- 167 - decides on major financial decisions
- 168 - in accordance with the student union's constitution, major financial
169 decisions shall refer to purchase, sale or mortgage of properties or the
170 initiation of construction projects, or significant tying up of the student
171 union's assets

172 Board

- 173 - drafts the budget and directs activities within the budget
- 174 - approves and signs the financial statement and brings it to the
175 representative council for approval

176 Financial committee

- 177 - acts as the board's expert advisor on economic issues
- 178 - prepares guidelines for economic and asset management policy and
179 implements decisions concerning investments in accordance with the
180 confirmed policy
- 181 - prepares major financial decisions with the board, which will be decided
182 by the representative council
- 183 - convenes by the chairperson's invitation at least 4 times a year

184 Chief financial officer

- 185 - responsible to the board on the practical implementation of financial
186 management within the budget, as well as the economic and asset
187 management policy
- 188 - acts as a supervisor of the staff within support and residential property
189 activities

190 Secretary general

- 191 - responsible for the finances of non-profit activities and their
192 implementation, as well as approves commitments to expenditure
193 caused by activities

194 **Section 18 Property management**

195 The purpose of the student union's property management shall be to
196 secure financial conditions for the student union's non-profit activities and
197 to ensure good management of the student union, as well as the
198 investment and real estate property.

199 The representative council shall confirm the economy and asset
200 management policy, which consists of three parts, including the main
201 principles of asset management, investment policy and real estate policy.

202 Economy and asset management policy shall be updated as necessary.

203 **Section 19 Budget**

204 The board shall annually prepare and present the student union's budget
205 proposal for the consideration and approval of the representative council.

206 The financial committee shall discuss the budget criteria. The draft budget
207 shall be prepared by the chief financial officer, including finances, asset
208 management, funding, residential property operations and support
209 activities, and the secretary general shall cover the non-profit activities
210 based on the plan of action.

211 **Section 20 Approval of expenditure**

212 Purchases shall be based on the approved budget.

213 Before the approval or payment of invoice or payment, their relevance and
214 accuracy shall be checked and confirmed with the inspection mark.

215 For non-profit activities, checked invoices shall be approved by the
216 secretary general or one's deputy. Expenses related to real estate
217 operations and the financial office shall be approved by the chief financial
218 officer or a person authorised by the chief financial officer.

219 No one shall be allowed to approve their own expenditure. Expenditure
220 shall be allocated to the supervisor for approval.

221 The secretary general's invoices shall be approved by the chairperson of
222 the board. The chairperson's invoices shall be approved by the chief
223 financial officer. The chief financial officer's invoices shall be approved by
224 the secretary general. The chief financial officer's summary of invoices shall
225 be approved once a year by the chairperson of the financial committee.

226 To complement the above, the student union shall have valid instructions
227 drafted by the chief financial officer for approving invoices and payments.

228 **Section 21 Financial statement**

229 The student union's accounts shall be closed each calendar year. The board
230 and the financial committee shall prepare the financial statement. The
231 financial statement shall be signed by all board members.

232 The financial statement documents shall also include the student union's
233 actual annual report, which shall include a report on asset management
234 and administration, as well as the financial statements of companies within
235 the student union group.

236 The board shall provide financial statement documents to the student
237 union's auditors for inspection by 15 March following the accounting year.

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239 **Section 22 Audit report**

240 Auditors shall make a note to the financial statement of a completed audit
241 and provide the board and the financial committee with the audit report by
242 the end of April.

243 **Chapter V**

244 **Honorary delegation**

245 **Section 23 General information**

246 In addition to what is provided on the honorary delegation in the student
247 union's constitution, the activities of the honorary delegation shall comply
248 with this regulation and the general meeting procedures.

249 **Section 24 Authority and duties**

250 The honorary delegation shall be a consultative body, which has no
251 operational authority.

252 The honorary delegation shall be responsible for providing advice and
253 support in matters concerning the student union.

254 **Section 25 Composition**

255 The honorary delegation members shall be invited and its chairperson shall
256 be appointed by the representative council.

257 A member of the honorary delegation shall be the student union's current
258 or former member. Other persons may also be invited to the delegation,
259 who have creditably acted for the purposes of the student union. The
260 honorary delegation members shall represent the various fields of Aalto
261 University as diversely as possible.

262 The honorary delegation shall appoint the vice chairperson from among its
263 members.

264 **Section 26 Completion**

265 The representative council shall decide on the completion of the honorary
266 delegation on the board's proposal. In connection with the completion, the
267 board shall consult the continuity committee, financial committee and the
268 honorary delegation.

269 **Chapter VI**

270 **Continuity committee**

271 **Section 27 General information**

272 In addition to what is provided on the continuity committee in the student
273 union's constitution, the continuity committee activities shall comply with
274 this regulation and the general meeting procedures.

275 **Section 28 Authority and duties**

276 The continuity committee shall be a consultative body, which has no
277 operational authority.

278 The particular duties of the continuity committee shall be to:

- 279 • preserve and develop the student union's intellectual and ideological
280 capital
- 281 • support and promote the continuity of the student union operators
282 and
- 283 • support good governance and the development of the organisation

284 **Section 29 Composition**

285 The representative council shall elect the members of the continuity
286 committee according to the board's proposal for two (2) years at a time, so
287 that half of them are replaced each year.

288 The representative council shall appoint the chairperson for the continuity
289 committee. The continuity committee shall appoint the vice chairperson
290 from among its members.

291 **Chapter VII**

292 **Specific provisions**

293 **Section 30 Amendments to regulation and entry into force**

294 This regulation may be amended by a 2/3 vote of the present
295 representative council members in the representative council meeting.

296 This regulation shall revoke 1) the administrative regulation approved by
297 the representative council on 3 Nov 2009 (5/2009) and 2) the economic
298 regulation approved by the representative council on 29 Aug 2010
299 (6/2010).

300 This regulation has been approved in AYY's representative council meeting