

1 Regulations for the Polytechnical Students' Museum 2015

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3 SECTION 1 NAME AND BACKGROUND

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5 The Polytechnical Students' Museum was established in 1958 to collect, save and present the
6 culture and traditions of technical students.

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8 The official Finnish name of the museum is Polyteekkarimuseo and the Swedish name is
9 Polytekarmuséet. The English name of the museum is the Polytechnical Students' Museum,
10 which is used along with the Finnish or Swedish name, depending on the situation.
11 Teekkarimuseo is the well-established name of the Polytechnical Students' Museum.

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13 The Polytechnical Students' Museum is owned and maintained by Aalto University Student
14 Union.

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16 SECTION 2 PURPOSE

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18 The purpose of the Polytechnical Students' Museum is to systematically collect, save, preserve
19 and present the history of the student culture in the form of objects and heritage.

20

21 The main duties of the Polytechnical Students' Museum are to familiarise new students with
22 the student culture of technical students and other student cultures.

23

24 The Polytechnical Students' Museum presents the culture of technical students and other
25 student cultures for all interested parties by participating in the events of the City of Espoo,
26 Uusimaa Provincial Museum, Aalto University and other interest groups as well as by providing
27 visits for pupils and students from other educational institutions.

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30 SECTION 3 PRACTICES

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32 In its operations, the Polytechnical Students' Museum applies good museum practices and
33 ethical guidelines, to which the museum has committed when becoming a member of the
34 International Council of Museums operating under UNESCO.

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37 SECTION 4 COLLECTIONS

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39 The collections of the Polytechnical Students' Museum are complemented with received
40 donations and systematic purchases within the resources of the student union.

41

42 Donations received by the museum are stored in the archives of Aalto University Student
43 Union in a sub-collection, which is the most suitable for donations.

44

45 The Polytechnical Students' Museum does not disclose or sell its collections or the received
46 donations.

47

48 The Polytechnical Students' Museum mainly operates on its own premises but may also lend
49 material for exhibitions organised in the student union facilities or elsewhere, as long as the
50 requirements set for the security of the material are met.

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53 SECTION 5 MUSEUM EXHIBITIONS AND ACTIVITIES

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55 In a permanent exhibition, the Polytechnical Students' Museum presents the culture of
56 technical students as well as other essential features of the student union. The permanent
57 collection is complemented with changing exhibitions. Visiting exhibitions, which do not
58 interfere with the basic operations of the museum, may be arranged on the museum premises.

59

60 The museum may present its operations and collections also outside the museum premises.

61

62 The Polytechnical Students' Museum has regular opening hours during the academic terms. In
63 addition, museum tours and museum presentations are organised upon request.

64

65 Small-scale events may be organised on the museum premises when agreed on separately.

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68 SECTION 6 ADMINISTRATION

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70 The Polytechnical Students' Museum is a museum based on the participation of volunteers,
71 which uses experts from various fields to support and help the volunteers.

72

73 The museum organisation consists of the director of the museum, intendant, board, museum
74 section and the guide pool.

75

76 In official events, the museum is represented by the intendant, the chairperson of the board
77 and the director of the museum together with the members of the museum section.

78

79 Executive Board

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81 The Polytechnical Students' Museum has the Executive Board, the purpose of which is to
82 supervise and support the museum activities. The Executive Board is also responsible for
83 promoting the long-term planning of activities and compliance with good practices. The
84 Executive Board also helps the director of the museum and the intendant in special situations.

85

86 The Executive Board grants the acknowledgments of the museum.

87

88 The Executive Board consists of 6 members and the representative appointed by the Student
89 Union Board, who is appointed by the Board for a calendar year at a time.

90

91 The members represent the widest possible professional expertise and experience in one of
92 the following areas: museum activities, restoration and renovation, museum research,
93 historical research, the student culture of technical students or other student cultures. When
94 electing the members, high level of professional skills and experience are favoured.

95

96 The term of the Executive Board member of the Polytechnical Students' Museum is three (3)
97 calendar years so that two (2) members are due to resign each year. A member may be a
98 member of the Executive Board for two consecutive terms, but there is no maximum limit for
99 the total number of terms.

100

101 In order to ensure continuity, the Board elects the chairperson from among its members,
102 whose term is two (2) years. The chairperson of the Executive Board may act in the position
103 for the maximum of two (2) consecutive terms.

104

105 The Executive Board proposes new members for the Executive Board after ensuring that the
106 professional expertise of the Board remains balanced and covers the required and relevant
107 areas in the museum activities. The Student Union Board appoints new members for the
108 Executive Board and confirms the composition of the Executive Board each year.

109

110 Intendant

111 The museum section is led by the intendant. The intendant is also responsible for the
112 maintenance of the condition of the museum, hosting visits, organising normal opening hours,
113 acting as the chairperson in the museum section and representing the museum both in the
114 student union and to the public.

115

116 The Aalto University Student Union Board appoints the intendant based on the proposal of the
117 board member in charge of the museum affairs. The election is prepared by the person in
118 charge together with the director of the museum as well as the current intendant.

119

120 The intendant is elected for the position for a calendar year. In special cases, two (2)
121 intendants may be elected. In a special case, an intendant may be elected for the second term
122 for a justified reason.

123

124 In a situation where there are two (2) intendants, all sections concerning the intendant in this
125 regulation apply to both of them.

126

127 Museum section

128 The museum section consists of volunteers. The museum section is responsible for the basic
129 operations of the museum, maintenance and renovation, hosting of events, planning and
130 organising of new events as well as presenting the museum to guests during normal opening
131 hours. A member of the museum section may also act as a guide.

132

133 The museum section meets at least once a month during the academic terms.

134

135 The position of the member of the museum section is open for applications throughout the
136 year. All the student union members and personnel may apply as members. After the approval
137 of the application, a new member is considered a member of the section at the beginning of
138 the following calendar month.

139

140 The Aalto University Student Union Board approves new members based on the proposal of
141 the director of the museum. Aalto University Student Union Board may expel a member of the
142 museum section or the guide pool based on the proposal of the intendant or the director of the
143 museum.

144

145 The term of a member of the museum section is 36 months. After the term, a member may
146 apply for one new term. If a member graduates during one's term, they may continue as
147 members until the end of the term if they wish to do so.

148

149 The membership in the museum section may be discontinued for the duration of student
150 exchange or similar obstacle, after which the membership will continue normally.

151

152 Members can resign from the museum section, if they wish to do so, by submitting a written
153 notice to the intendant, the director of the museum and the student union board member in
154 charge of the museum affairs.

155

156 Director of the Museum

157 The director of the museum is responsible for the administration of the museum. The director
158 closely cooperates with the intendant, museum section and the guide pool. The director
159 participates in the planning of changing exhibitions and events. The director is also in charge
160 of the adequate level of skills and ethical activities in the museum section.

161

162 The director of the Polytechnical Students' Museum is part of the student union personnel in
163 non-profit activities.

164

165 Guide pool

166 The guide pool is an independent group operating in connection with the Polytechnical
167 Students' Museum, whose members are persons who have achieved the qualification of the
168 guide of the Polytechnical Students' Museum or have been trained for their position. The
169 guides organise the guided tours and events of the museum in addition to the museum
170 section.

171

172 A person, who has achieved the qualification of the guide of the Polytechnical Students'
173 Museum or has been trained for the position, may join the guide pool. A person can join the
174 guide pool by submitting a written notice to the director of the museum.

175 The guide pool is a voluntary group, the term of the members is not limited.

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177 SECTION 8 SYMBOLS OF THE POLYTECHNICAL STUDENTS' MUSEUM

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179 Official symbol

180 The official symbol of the Polytechnical Students' Museum is the letter M resting on a
181 gearwheel. Along with the official symbol, the museum uses the traditional symbol of the
182 Polytechnical Students' Museum, which includes the tower of Poli and below the text
183 'Polyteekkarimuseo'.

184

185 Flag

186 The flag of the Polytechnical Students' Museum includes a golden gearwheel on a red
187 background, on top of which rests the black letter M. The intendant of the Polytechnical
188 Students' Museum is responsible for the museum flag. The Polytechnical Students' Museum
189 flies the flag on the rod in front of Jämeräntäival 3 during the major events of the museum and
190 events organised in Teekkari Village.

191

192 The flag of the Polytechnical Students' Museum is lowered at the latest at 8pm.

193

194 The flag of the Polytechnical Students' Museum may be used for flying the flag at half mast
195 during funerals and memorial services with the decision of the director of the museum or the
196 museum section.

197

198 Intendant's badge

199 The badge of the intendant of the Polytechnical Students' Museum is a silver gearwheel, on
200 top of which rests a red letter M. The gearwheel is attached with two chains to a silver disc,
201 which includes the text 'POLY'. The intendant uses the badge when representing the museum
202 and hands it over to one's successor.

203

204 Guide's badge

205 The badge of the guides of the Polytechnical Students' Museum includes the museum's
206 gearwheel symbol on a brass brooch. The same brooch may also be used by the members of
207 the Executive Board of the Polytechnical Students' Museum.

208

209 SECTION 9 ACKNOWLEDGMENTS

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211 The Polytechnical Students' Museum grants acknowledgments. The Executive Board decides
212 on the allocation criteria and recipients after hearing the intendant and the director of the
213 museum.

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