

1 **Aalto University Student Union**

2 **ASSOCIATION REGULATION**

3 **Section 1 General information**

4 An association, which connects AYY's students and which purpose and practices
5 observe the provisions of the law and good manners, may be accepted to AYY's
6 association register.

7 **Section 2 Association register**

8 Associations operating in the vicinity of the student union shall be divided into the
9 first and second list. The board shall decide on the approval of an association for
10 AYY's association register. The board shall also have the right to remove an
11 association from the association register.

12 **Section 3 Registration of associations**

13 An association does not have to be a registered association. Operating grants
14 allocated to unregistered associations, however, may be limited with the decision of
15 the board.

16 Section 10 of the Associations Act shall apply to associations which are not
17 registered in the register of associations of the National Board of Patents and
18 Registration.

19 **Section 4 Member register of associations**

20 The board of an association shall keep a list of the association members, which
21 shall include each member's full name, the place of domicile and information on
22 whether a member is a member of AYY.

23 **Section 5 Association rules**

24 Association rules shall meet all the requirements set for the rules by the
25 Associations Act. Associations shall be advised to mainly use a rule template
26 designed for the associations operating within AYY.

27 **Section 6 Association finances**

28 Associations shall be responsible for their operations and finances. Each
29 association entered in the association register shall be required to keep records.
30 Accounting records shall comply with the accounting legislation and the
31 Associations Act.

32 The financial statement shall be made so that the financial position of the
33 association may be adequately verified on the accounting date. The financial
34 statement shall be made in accordance with the Accounting Act. The association
35 shall keep a list of its possessions.

36 An audit or operational audit shall be carried out within three months of the end of
37 the accounting period.

38 **Section 7 Obligations of all associations**

39 Associations shall submit an association notice annually by the end of March. The
40 association notice shall include at least the list of the board members and officials,
41 informal annual report, action plan, valid rules and the direct e-mail address of the
42 board and also the number of members, and information on how many association members
43 are members of the student union.

44 Associations shall submit rule amendments immediately to the specialist in charge
45 of organisational affairs in order for the student union board to review the
46 association's eligibility for the student union's association register.

47 **Section 8 Obligations of associations in the first list**

48 An association where at least 60 per cent of the voting members, but at least seven
49 members, are AYY's members, may be approved to the first list. Association rules
50 may not restrict a student union member's opportunity to join as a full member of
51 the association. This paragraph shall not apply to choirs or orchestras. With the
52 decision of the Representative Council, this paragraph may also be waived in case
53 of other associations.

54 When applying for the operational grant by the end of March, an association in the
55 first list shall submit with the annual association notice the financial statement and
56 budget.

57 When an association in the first list is dismissed or discontinued, its funds shall be
58 transferred to one of the following

59 1. student union

60 2. association in the first list of the student union's association register or

61 3. Teknologföreningen student nation, foundation or fund, the purpose of which is
62 to support operations of Aalto community or its members.

63 Funds shall be transferred to be used for operations according to the purpose of the
64 association. If the above-mentioned is impossible, funds shall be transferred to
65 support the student union activities.

66 If the board does not accept an association to the first list of the association
67 register, the board may approve the association to the second list without a
68 separate application.

69 **Section 9 Benefits of associations in the first list**

- 70 • Opportunity to apply for the operational grant
- 71 • Rental of the van and the student union facilities rented on a one-time basis
- 72 • Participation in the advance booking of the van and facilities rented on a one-
73 time basis
- 74 • Rental of club and storage facilities from the student union
- 75 • Office and IT services, association training and advising

76 **Section 10 Obligations of associations in the second list**

77 An association may be approved to the second list if its activities are student
78 activities and and it has at least seven members that are also AYY's members.

79 **Section 11 Benefits of associations in the second list**

80 An association in the second list shall have the opportunity to receive the same
81 benefits from the student union as individual student union members do, as well as
82 office and IT services, association training and advising.

83 For weighty reasons, an association in the second list shall have the opportunity to
84 apply for storage and club facilities from the student union and for the permission
85 to participate in the advance booking of organisational facilities. The association
86 members, openness, the scope of activities and benefits to the student union shall
87 be taken into account when granting these permissions.

88 **Section 12 Special status**

89 An association operating within the student union may apply for a special status on
90 strong grounds. The special status shall be granted by the student union's
91 representative council. Special status associations shall refer to organisations
92 operating within the student union, the actions of which are significant both for the
93 student union and individual students in Aalto community. Special status
94 associations and the student union work in close cooperation and actively
95 communicate with one another.

96 A special status association shall have an essential role in implementing the student
97 union's duty. A special status association shall act as a link between the student
98 group, which is essential for the student union, and promote their societal, social
99 and intellectual aspirations related to studies and the student's position at the
100 university and in society, together with the student union and other special status
101 associations.

102 **Section 13 Obligations of special status associations**

103 The student union's representative council may grant a special status to an
104 association which meets the conditions of the first list of the association register
105 and, in addition:

- 106 • Comprehensively represents the students of one or several degree
107 programmes or a special target group
- 108 • Represents the students' interests in degree programmes, departments,
109 higher education institutions, university and professional contexts
- 110 • Keeps in touch with the economic life and other operators in society
- 111 • Coordinates its activities together with other special status associations and
112 the student union
- 113 • Contributes to the guidance and integration of one's student group into the
114 academic community together with the student union and other special status
115 associations
- 116 • Promotes diverse student union activities

117 An association shall meet these conditions in order to maintain its special status.
118 With the decision of the representative council, a special status may also be
119 granted by making an exception to these requirements.

120 **Section 14 Benefits of special status associations**

121 An association with a special status shall have the right and responsibility to send
122 representatives to cooperative bodies appointed by the student union. In addition,
123 if they so desire, special status associations shall have the right to:

- 124 • Receive support and guidance from the student union for advocacy work, the
125 reception of new students and other activities
- 126 • Have a school-specific board member for support, who is appointed from
127 among the student union board
- 128 • Participate first in the advance booking of the van and the facilities rented on
129 a one-time basis
- 130 • Collect the membership fee of the association in connection with the electronic
131 academic year registration

132 **Section 15 Removal from the association register**

133 An association may leave the association register by submitting a written notice to
134 the student union board.

135 The board may remove an association from the association register if the
136 association has not submitted the association notice for two consecutive years by
137 the deadline or if the association no longer complies with the requirements
138 imposed on it by this regulation.

139 **Section 16 Entry into force**

140 This regulation shall apply to associations which apply for AYY's association
141 register and the associations already approved to AYY's register from 3 Nov 2017
142 onwards.

143 This regulation has been approved in AYY's Representative Council Meeting
144 7/2017 on 2 Nov 2017.