aalto-yliopiston ylioppilaskunta
aalto-universitetets studentkår
aalto university student union

Aalto University Student Union CONSTITUTION

Chapter I
Student Union

Section 1 Name, domicile, languages and legal status

The name of the Student Union is Aalto-yliopiston ylioppilaskunta – Aalto-universitetets studentkår, abbreviated to AYY – AUS. The English name Aalto University Student Union may also be used.

In this Constitution, Aalto University Student Union is referred to as the Student Union and Aalto University as the University. When writing the Student Union's name, either the Finnish or Swedish name or both of them together shall be used.

The Student Union's domicile is the same as the domicile of Aalto University.

The languages of the Student Union are Finnish and Swedish. The language of the minutes is Finnish. The operations targeting the Student Union's Swedish-speaking members must be arranged in Swedish.

In accordance with Section 46 of the Universities Act (558/2009), the Student Union is a public corporation entitled to self-government.

Section 2 Members

All University students who have been admitted to study programmes leading to a lower or higher academic degree are members of the Student Union. Students pursuing a degree in made-to-order education and postgraduate students can become members of

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the Student Union. The Student Union Board may also accept other students of the University as members.

Section 3 Purpose of the Student Union

The purpose of the Student Union is to act as a link between its members and to promote their societal, social and intellectual aspirations as well as those regarding studying and students' status in society.

Section 4 Decision-making power

The Representative Council exercises the decision-making power at the Student Union, as stipulated in this Constitution. The Representative Council is elected by proportional and secret ballot, as stipulated in more detail in the Election Rules.

In matters which have not been assigned to the Representative Council in this Constitution, the bodies exercising the decision-making, administrative and executive powers are the Board and the Financial Directorate elected by the Representative Council. The Financial Directorate exercises the decision-making, administrative and executive powers only in matters separately assigned to it in accordance with Clause 2 of Section 33. In matters which have not been separately assigned to the Representative Council or the Financial Directorate, the decision-making, administrative and executive powers are exercised by the Board.

Chapter II
Voting right, eligibility and member vote

Section 5 Voting right

In the Student Union's Representative Council elections and member votes, Student Union members who have registered for attendance at the University are entitled to vote. The voting right is equal and personal and may not be used by proxy.

Section 6 Eligibility

Each Student Union member is eligible to become a member of the Representative Council or the Board. However, persons acting as Representative Council members must be eligible to vote. A more comprehensive eligibility also enables a member who has registered for non-attendance to run as a candidate and implements the equal treatment of members.

Each Student Union member is eligible to become the Chair or a Vice Chair of the Representative Council.

Employees of the Student Union in a permanent working relationship are not eligible in the Representative Council election.

Section 7 Incompetence due to likelihood of bias

Persons who

1. are in the service of a company owned by the Student Union or a company of which the Student Union owns at least 50%;
2. are employed by or completing their non-military service at the Student Union; or
3. act as Chair of the Representative Council meeting

are incompetent due to likelihood of bias to act as Representative Council or Board members.

In addition, incompetent due to likelihood of bias to act as members of the Representative Council are the members of the Student Union's Board and Financial Directorate during their term of office.

Section 8 Member vote

A member vote is of an advisory nature.

A member vote is conducted if more than half of all Representative Council members request this in writing on a matter on the agenda, or if at least five hundred (500) Student Union members request this in writing from the Board.

A member vote must be conducted within 60 days from the request in accordance with Clause 2. However, this time limit is not consumed outside the University's spring and autumn terms.

The Board decides and is responsible for the more detailed implementation of a member vote.

Chapter III
Representative Council

Section 9 Representative Council

The Representative Council consists of forty-five (45) members.

Conducting a Representative Council election is stipulated in more detail in the Election Rules.

Section 10 Term of office and dissolution of the Representative Council

The Representative Council's term of office begins on the first day of January following the Representative Council election, and its duration is two years.

However, the Representative Council's term of office continues after the official term until the new Representative Council has organised itself.

However, before the start of its term of office, the new Representative Council may:

1. organise itself;
2. appoint the Chairs of the Representative Council;
3. appoint the former of the Board;

4. appoint the Chair of the Board and the Board;
5. choose an auditing company;
6. establish Representative Council Committees; and
7. place matters on record.

The Representative Council may dissolve itself and order a new election to be implemented. The dissolution of the Representative Council and the implementation of a new election must be decided in two (2) consecutive Representative Council meetings with an interval of at least fourteen (14) days. The dissolution decision must be supported in both meetings by at least two thirds (2/3) of all Representative Council members. A new Representative Council for the remainder of the term of office must be elected within sixty (60) days of the dissolution decision.

The dissolved Representative Council attends to the Representative Council's duties until the new Representative Council has organised itself.

Section 11 Deputy members

Calling deputy members is stipulated in the Representative Council's Rules of Procedure.

Section 12 Duties of the Representative Council

Duties of the Representative Council include:

1. electing the Chair and Vice Chairs of the Representative Council and releasing them from their duties;
2. electing the former of the Board;
3. appointing the Chair and other members of the Board and releasing them from their duties;
4. electing the Student Union's Executive Director and releasing them from their duties;
5. electing the Student Union's Financial Director and releasing them from their duties;
6. electing the members and Chair of the Financial Directorate and releasing them from their duties;
7. electing the members and Chair of the Honorary Delegation and releasing them from their duties;
8. electing the editor-in-chief of the Student Union's magazine and releasing them from their duties;
9. determining the amount of the membership fee;
10. appointing the Student Union's auditing company;
11. deciding upon the Student Union's annual budget and supplementary budgets;
12. approving the goals, guidelines and plans for the Student Union's operations, finances and property management;
13. processing the Board's reports on the Student Union's operations and finances and deciding on the measures they cause;
14. deciding upon confirming the Student Union's financial statement and granting freedom from liability to the Board and other responsible parties;

15. deciding upon financially significant matters as mentioned in Section 39 based on the Board's proposal and in accordance with the conditions mentioned in Section 39;
16. approving the Student Union's Constitution, the Representative Council's Rules of Procedure, the Board's Rules of Procedure, the Election Rules, the Administrative and Economic Regulation and other regulations. The Student Union's Constitution must be submitted to the President of the University for confirmation.

In addition, the Representative Council decides upon other matters that have been assigned to the Representative Council elsewhere in this Constitution or the regulations concerning the Student Union, or on which the Representative Council has reserved the right to decide in individual cases, or which the Board considers necessary to be resolved by the Representative Council.

Section 13 Reserving the power of decision

In individual cases, the Representative Council is entitled to reserve the power of decision over a matter that falls within the power of decision of the Board or Financial Directorate. However, the Representative Council cannot make decisions that would mean amending decisions that are legally binding to the Student Union by virtue of this power.

A motion to reserve the power of decision over a specific matter can be made by:

1. two (2) Representative Council members in a Representative Council meeting;
2. ten (10) ordinary Representative Council members outside the Representative Council meeting, in which case the motion must be submitted in writing to the Chair of the Representative Council.

Reserving the power of decision is addressed immediately in the ongoing meeting or, if the matter has been presented outside the meeting, it will be addressed as a matter of urgency in the next meeting. A motion to reserve the power of decision cannot be postponed. If the Representative Council decides to reserve the power of decision, it makes the decision in the normal order of decisions in the next meeting.

In a matter in which a motion to reserve the power of decision has been made, the Board or the Financial Directorate cannot make a decision until the Representative Council has decided upon the matter concerning the reservation of the power of decision.

Section 14 Inquiry

Five (5) Representative Council members can make an inquiry on a specific matter to the Board or the Financial Directorate. The inquiry must be submitted in writing to the Chair of the Representative Council, who must inform the Board or the Financial Directorate about it without delay.

The Board or the Financial Directorate must provide a response in writing to the Representative Council members in a Representative Council meeting within thirty (30) days of receiving the information.

Section 15 Resolution

The Representative Council may approve resolutions addressed to the Board or the Financial Directorate.

Section 16 Meeting of the Representative Council

The Representative Council meets at least:

1. annually before the first day of December, when the budget for the Student Union's finances is decided;
2. annually after the 15th day of September, when the Chairs of the Representative Council, Chair of the Financial Directorate, former of the Board and the auditing company are elected;
3. annually in April at the latest, when the matters mentioned at items 13 and 14 of Section 12 are decided.

The Representative Council also meets at the invitation of the Representative Council Chair at other times:

1. when the Representative Council Chair, the Financial Directorate or the Board deems it necessary;
2. when five (5) Representative Council members request this in writing from the Representative Council Chair in order to address a specific matter;
3. due to an inquiry addressed to the Board, as mentioned in Section 14. In this case, the meeting must be held within thirty (30) days.

Section 17 Quorum

The Representative Council meeting has a quorum when at least twenty-five (25) Representative Council members and the Chair or Vice Chair of the Representative Council are present.

The Representative Council members or the deputy members called to replace them exercise the power of decision in Representative Council meetings.

Section 18 Right to attend

Each Student Union member has the right to attend Representative Council meetings.

The right to attend and address the meetings are stipulated in more detail in the Representative Council's Rules of Procedure.

However, the Representative Council has the right to decide that an individual matter is to be addressed completely or partly in a closed session.

Chapter IV
Chairs of the Representative Council

Section 19 Chairs of the Representative Council

The Chairs of the Representative Council consist of the Chair and two Vice Chairs of the Representative Council.

Section 20 Term of office

The term of office of the Chairs of the Representative Council is one calendar year.

However, the Chairs of the Representative Council may act as Chairs in meetings addressing matters mentioned in Section 10 before the beginning of their term of office.

Section 21 Election of the Chair of the Representative Council

1. The voter marks the candidates on the ballot in their preferred order: as first, the candidate they consider the best; as second, the candidate they consider the second best, etc. If they so wish, the voter can also mark less names on the ballot than there are candidates in the election.
2. Each ballot is counted as a vote for the person whose name is marked as the first preference on the ballot.
3. If one of the candidates has received an absolute majority, i.e. more than half, of the cast first-preference votes, they have won the election.
4. If none of the candidates receives an absolute majority of the votes, the candidate who received the least votes is eliminated.
5. Each ballot received by this eliminated candidate is transferred as a vote to the candidate who was marked on the ballot in second place.
6. If one of the candidates has received more than half of the cast votes, they have won the election.
7. If none of the candidates has received the majority of the votes after this, the person from the remaining candidates with the least votes is eliminated. Each of this eliminated candidate's ballots is transferred as a vote to the next non-eliminated candidate on the ballot. This is repeated as many times as it takes for one of the remaining candidates to have received an absolute majority of the votes.
8. If at some stage of the vote count the vote is tied, the candidates' relative order is determined as stipulated at item 4 of Section 22.
9. If it cannot be deduced based on an eliminated candidate's ballot to whom a vote should be transferred, the surplus votes of said ballot is divided equally between the remaining candidates as stipulated at item 4 of Section 22.

Section 22 Election of the Vice Chairs of the Representative Council

When there is more than one person to be elected, the election is carried out by single transferable vote as described below.

1. Voting

The voter marks the number of names they wish on the ballot in order of popularity. Elections of persons are through secret ballot.

2. Quota required to proceed

The number of ballots is counted and, based on this, the quota required for the candidate to proceed is calculated as follows: quota = number of ballots / (number of open positions + 1), rounding up to two decimal places.

3. Vote count

In the first phase, each candidate's first-preference votes, i.e. the ballots where the candidate has been marked in first position, are counted. The candidates with the same or higher number of first-preference votes than the quota are elected. If there are as many candidates elected as there are open positions, the election is declared closed. If there are more candidates elected than there are open positions, their relative order is determined as stipulated at item 4 of this Section. If there are less candidates elected than there are open positions, the possible surplus votes received by the candidates are transferred as stipulated at item 4 of this Section.

After the transfer of surplus votes, the total number of votes received by the candidates is reviewed and the possible surplus votes of the candidates who reached the quota after the transfer of surplus votes are transferred.

After all surplus votes have been transferred and one or more positions remain to be filled, the candidate with the lowest total number of votes after the transfer of surplus votes is eliminated. If none of the candidates reaches the quota in the first round, the candidate with the lowest number of first-preference votes is eliminated. In possible tie votes, the candidates' relative order is determined as stipulated at item 4 of this Section.

The eliminated candidate's votes are transferred to other candidates as stipulated at item 4 of this Section. After the elimination, the candidates' numbers of votes are reviewed. When a candidate reaches the quota, their surplus votes are transferred.

The transfers of surplus votes and the eliminations are continued until all positions have been filled or there are as many remaining candidates as there are positions yet to be filled.

4. Vote transfer and candidate elimination

4.1 Transfer of surplus votes

The transfer of surplus votes is begun with the candidate who received the highest number of votes.

If surplus votes occur in the first phase of the vote count, all ballots counted in favour of the candidate are reviewed.

If surplus votes occur in later phases of the vote count due to another transfer of votes or the elimination of a candidate or candidates, only the last batch of ballots – all of which are of an equal weight – that caused the surplus votes in question is reviewed.

To transfer the surplus votes to other candidates, the ballots that the transfer of surplus votes is based on are organised according to the second-preference votes marked on them for the part of those candidates who remain in the vote count. If the candidate marked in second place on the ballot has already been elected or eliminated, the person marked in third place on the ballot is checked, and if they have already been elected or eliminated, the person marked in fourth place, etc., until the surplus votes can be transferred. If the surplus votes cannot be transferred based on the ballot, the surplus votes for the ballot in question are divided equally between all remaining candidates.

The surplus votes to be transferred are determined by deducing the quota from the total number of votes counted in favour of the candidate.

The surplus votes to transfer from a single ballot – the ballot transfer – is determined by dividing the surplus votes by the total number of ballots under review. The ballot transfer is determined with a two decimal place accuracy and rounded down.

Ballots are transferred to other candidates in accordance with the order of preference on the ballots. Each transferred ballot increases the candidate's number of votes by the value of the ballot transfer.

The surplus votes of non-transferable ballots, i.e. ballots based on which it cannot be deduced whom the voter would like to benefit from the surplus votes, are divided equally between all remaining candidates with a two-decimal-place accuracy and rounded down.

4.2 Elimination

The candidate with the lowest total number of votes is eliminated.

The votes counted in favour of the eliminated candidate are stacked in descending order, placing the first-preference votes counted in favour of the candidate first, the ballots first transferred to the candidate in second place, the possible ballots transferred later in third place, etc. Thus, each pile only contains ballots with an equal ballot transfer.

Each pile is reviewed separately, and the votes are transferred to the remaining candidates in accordance with the preferences marked on the ballots. If the candidate marked in second place on the ballot has already been elected or eliminated, the person marked in third place on the ballot is checked, and if they have already been elected or eliminated, the person marked in fourth place, etc., until the surplus votes can be transferred. In the case of non-transferable ballots, i.e. ballots based on which it cannot be deduced whom the voter would like to benefit from the surplus votes, the ballot transfer is divided equally between all remaining candidates with a two-decimal-place accuracy and rounded down.

If non-transferable votes have been transferred to the candidate in an earlier phase of the vote count, these are transferred equally between all remaining candidates with a two-decimal-place accuracy and rounded down.

After the elimination, the remaining candidates' numbers of votes are reviewed, and when a candidate reaches the quota, their surplus votes are transferred. If none of the candidates reaches the quota based on the elimination, the next candidate with the lowest number of votes at the time is eliminated in the manner described above.

4.3 Candidates' relative order in a tie vote

If one or more of the candidates have the same number of votes in a situation where there are more elected candidates in the first round than there are open positions, or after dividing the first round's surplus votes, or when candidates are facing elimination and they have not had any votes transferred to the them, the candidates' relative order is determined by the second-preference votes they have received. If the second-preference votes are tied, the number of third-preference votes received by the candidates is reviewed, etc. If the candidates' relative order cannot be determined based on the ballots, the order is determined by drawing lots.

If the candidates' votes are tied after a transfer of surplus votes or an elimination when votes have been transferred to them, the candidates' relative order is determined by an earlier phase of the vote count in which the candidates still had a different number of votes. If the candidates have had the same number of votes in all phases of the vote count, their relative order is determined by the original second-preference votes. If the second-preference votes are tied, the number of third-preference votes received by the candidates is reviewed, etc. If the candidates' relative order cannot be determined based on the ballots, the order is determined by drawing lots.

Section 23 Duties of the Chair

Duties of the Representative Council Chair include:

1. convening a meeting of the Representative Council and chairing the meeting;
2. supervising that the operations of the Student Union's Representative Council, Financial Directorate and Board comply with valid laws, decrees, the Student Union's Constitution and other regulations;
3. when necessary, determining how the Student Union's Constitution or other regulations are interpreted;
4. signing the minutes of Representative Council meetings; and
5. attending to other duties assigned to the Chair in accordance with this Constitution and various regulations.

If the Chair is unable to perform their duties, the Vice Chair replaces them.

Chapter V
Board

Section 24 Number of members

The Student Union Board consists of a minimum of six (6) and a maximum of ten (10) members, including the Chair.

Section 25 Term of office

The Board's term of office is one calendar year. The Board can organise itself before the start of its term of office, as well as establish sections, committees and working groups for its future term of office.

However, the Board continues as a caretaker board until a new Board has been elected.

Section 26 Former of the Board

The Representative Council elects the former of the Board in the same manner as it does the Chair of the Representative Council.

Section 27 Forming of the Board

The call for applications to the Board is open and public. The former of the Board brings a proposal to the Representative Council three (3) days prior to the meeting which decides on the matter. The former of the Board makes a proposal for the Board members to the Representative Council at the latest in the meeting following their election, but not earlier than seven (7) days after their election. If the Representative Council approves the proposal, the former of the Board is elected as Chair of the Board and the persons mentioned in the proposal elected as Board members.

If the Representative Council does not approve the proposal, a new election for the former of the Board is conducted, and they must provide their proposal for the Board members. This election procedure is continued until the Representative Council approves the proposal made by the former of the Board.

Section 28 Question of confidence

With a majority vote of the present Representative Council members, the Representative Council has the power to dismiss the Board, the Chair of the Board or a member of the Board from their duties in the middle of their term of office by declaring that they do not hold the confidence of the Representative Council.

The question of confidence is initiated either immediately in the Representative Council meeting convened for the purpose of addressing the matter or by at least ten (10) Representative Council members requesting at least fourteen (14) days prior to another meeting of the Representative Council that the Chair of the Representative Council includes the matter in the meeting agenda.

When initiating a question of confidence, reasons for the question of confidence must be submitted in writing to the Chair of the Representative Council, who must immediately forward them to the Board.

If the Representative Council states that the Board, the Chair of the Board or a member of the Board does not hold the confidence of the Representative Council, procedures in accordance with Section 28 are initiated in the same meeting, unless the Representative Council decides to postpone the election of the former or member of the Board.

Section 29 Supplementing the Board

Should the Board be dismissed from its duties in the middle of its term of office or the Chair of the Board lose their eligibility, be dismissed from their duties or resign from the Board in the middle of their term of office, the forming of a new Board is initiated without delay.

Should a Board member lose their eligibility, be dismissed from their duties or resign from the Board in the middle of their term of office, the Chair of the Board may, taking into account what has been stipulated in Section 24, present a new Board member candidate to the Representative Council. The Representative Council declares the loss of eligibility.

If the Representative Council approves the proposal, the presented person is appointed as a Board member. If the Representative Council does not approve the proposal, the Chair of the Board must present another candidate. Should there be several persons to be appointed, the list of candidates must be rejected or approved as it is. The process is continued until the Representative Council approves the proposal of the Chair of the Board.

Section 30 Organising of the Board

The Board elects a Vice Chair from its midst for its term of office. The Board may have committees, working groups or other groups for the preparation of matters and other tasks.

Section 31 Jurisdiction

The Board exercises the Student Union's power of speech, claims responsibility and responds on behalf of the Student Union in court and to other authorities, as well as signs contracts and takes other legal action on behalf of the Student Union.

Section 32 Reports on operations

The Board must provide the Representative Council with reports on the operations and finances annually.

Chapter VI
Financial Directorate

Section 33 Financial Directorate

The Financial Directorate consists of eight (8) to ten (10) members, including the Chair. At least half (½) of the members must be members of the Student Union.

The Representative Council appoints the members of the Financial Directorate based on the Board's proposal for two (2) years at a time so that half of them are to be replaced each year. The members of the Financial Directorate are elected from among Student Union members or other persons who are well acquainted with the Student Union or the economic life.

The Representative Council appoints the Chair based on the Board's proposal from among the members of the Financial Directorate for one year at a time. The Financial Directorate appoints a Vice Chair from its midst and calls a secretary for itself.

The Chair of the Board, the Chair of the Representative Council, the Executive Director and the Financial Director have the right to attend and address meetings.

If the Representative Council decides to dismiss the Financial Directorate or its member or if a member resigns in the middle of their term of office, a new Financial Directorate or a new member is appointed for the remaining term.

Section 34 Jurisdiction and duties of the Financial Directorate

The tasks of the Financial Directorate include controlling and managing the Student Union's assets as well as the preparation and implementation of the matters stipulated in the Student Union's financial rules of procedure.

The Representative Council is responsible for defining and, when necessary, confirming the job descriptions of the Board and the Financial Directorate and the boundaries between their jurisdictions.

Chapter VII
Honorary delegation

Section 35 Honorary delegation

The Student Union has an Honorary Delegation, whose task is to provide advice and support on Student Union matters.

The members and Chair of the Honorary Delegation are appointed by the Representative Council.

The operations of the Honorary Delegation are stipulated in more detail in the regulation approved by the Representative Council.

Chapter VIII
Continuity Committee

Section 36 Continuity committee

The Student Union has a Continuity Committee, whose task is to

1. preserve and develop the Student Union's intellectual and ideological capital;
2. support the Student Union's operators and promote continuity; and
3. support good governance and the development of the organisation.

The members and Chair of the Continuity Committee are appointed by the Board.

The Continuity Committee can make decisions on matters which concern itself as well as decisions with which recommendations are made to the Student Union. In its decision-making, the Continuity Committee complies with the Student Union's Constitution and general meeting practices.

Chapter IX
Finances

Section 37 Accounting period

The Student Union's accounting period is one calendar year.

Section 38 Membership fees

In connection with the approval of the Student Union's budget, the Representative Council has the right to set an annual membership fee to be paid by the members of the Student Union. The Representative Council may impose a membership fee of a different amount to a Student Union member undertaking a postgraduate degree and to other students at the University who have been accepted as members of the Student Union but are not completing a lower or higher academic degree. The membership fee is confirmed by the President of the University. The University will oversee the collection of the membership fee.

The Student Union Board decides how and when the membership fee is collected. The Board can decide upon a whole or partial exemption from the membership fee if it is evident that due to the member's proven lack of means, the membership fee would compromise their right to education in accordance with Section 16 of the Constitution of Finland (731/1999).

The Student Union Board can decide upon a partial exemption, equivalent to the sum paid out to the Finnish Student Health Service, from the membership fee if the member has provenly paid the membership fee for the academic year or term in question to two or more Finnish universities' student unions.

Section 39 Significant financial decisions

The Representative Council makes all significant financial decisions. A proposal regarding a significant financial decision can be made by the Board, the Financial Directorate or

the Representative Council. The Board and the Financial Directorate must address these proposals before the Representative Council addresses and decides upon the matter.

The Student Union's significant financial decisions refer to the purchase, sale or mortgaging of properties and the undertaking of construction projects or a significant tying-up of the Student Union's assets.

If the Representative Council proposes a significant financial decision, the Financial Directorate must first address the matter and, after this, present the matter to the Board for consideration. The Board must address the matter within thirty (30) days of the Representative Council's proposal. The Financial Directorate is obliged to bring the matter to the Representative Council for a decision without delay, at the latest within sixty (60) days of the Representative Council's proposal.

If the Financial Directorate and the Board or one of these is not in favour of the proposal, the significant financial decision must be decided upon in two Representative Council meetings with an interval of at least fourteen (14) days. To make such a decision, at least two thirds (2/3) of all Representative Council members are required to second it in both meetings.

The Representative Council cannot reserve the power of decision in significant financial decisions.

Section 40 Audit

An auditing company approved by the Central Chamber of Commerce is selected for each accounting period to audit the accounting and financial statement of the Student Union's finances as well as its administration.

Section 41 Financial statement

The Board and the Financial Directorate must prepare a financial statement for each accounting period in accordance with the Accounting Act, and submit the documents required for the audit to the auditors within eighty (80) days of the end of the accounting period.

Section 42 Audit report

The auditing company must provide the Board and the Financial Directorate with a report on the audit it conducted within thirty (30) days of receiving the financial statement and related documents.

The Board and the Financial Directorate must submit the financial statement, audit report and clarifications prepared due to made reminders to the Representative Council at the latest in connection with the invitation to the Representative Council meeting in which the financial statement and audit report are addressed.

Chapter X
Signing, reporting and formal services

Section 43 Senior employees

The Student Union's senior employees are the Student Union's Executive Director and the Student Union's Financial Manager.

The duties of the Executive Director and the Financial Manager are stipulated in more detail in the Administrative and Economic Regulation.

Section 44 Signing

The name of the Student Union can be signed by the Chair or Vice Chair of the Board together with the Executive Director or the Financial Manager. The persons authorised to sign on behalf of the Student Union can also authorise other persons to provide the signature on their behalf in specific matters.

Section 45 Reporting

The decisions of the Student Union's Representative Council and Board must be displayed on the Student Union's official notice board at the latest within seven (7) days of the meeting. In accordance with Section 86 of the Universities Act, a Student Union member is considered to have been notified of a decision when the decision has been placed on public display.

A party who is not a Student Union member must be informed about a decision concerning them without undue delay.

Section 46 Reception formal services

Formal services concerning the Student Union are received on behalf of the Student Union by the Executive Director or a person whom the Board has separately stipulated to receive services on their behalf.

Chapter XI
Publicity, right of initiative and appeals against a decision

Section 47 Archive

The Student Union documents must be archived so that the archive serves the archive creator, Student Union members, the authorities and research as a source of information.

Section 48 Publicity

The publicity of the Student Union's operations and documents is stipulated in Section 30 of the Universities Act.

Section 49 Making an initiative

Thirty (30) Student Union members have the right to make initiatives to the Student Union's Representative Council, Financial Directorate and Board.

The Representative Council must respond to the initiative within two (2) months, the Financial Directorate within one (1) month and the Board within one (1) month of its submission to the Student Union's Executive Director.

A representative of the members who made the initiative has the right to participate in the discussion on the matter in the Representative Council, the Financial Directorate and the Board.

Section 50 Appeals

Decisions of Student Union bodies are appealed against as stipulated in Section 83 of the Universities Act. Appeals are made to Helsinki Administrative Court.

Decisions of bodies appointed by the Student Union Board can additionally be appealed against to the Board.

Chapter XII
Specific stipulations

Section 51 Associations operating in the vicinity of the Student Union

Associations may be accepted to operate in the vicinity of the Student Union. Accepting associations to operate in the vicinity of the Student Union is stipulated in more detail in the regulation.

Section 52 Responsibility in a position of trust

A person elected to a position of trust by a Student Union body can be dismissed from their position if they take advantage of or express to others anything they have discovered in their position of trust that is not public, or if they have caused considerable damage to the Student Union by their actions at the Student Union or outside it, or repeatedly fails to fulfil the obligations of their position.

Section 53 Amendments to the Constitution and their entry into force

The Representative Council decides upon amendments to this Constitution.

Amendments to the Constitution must be decided upon in two (2) Representative Council meetings with an interval of at least two (2) weeks. To make such a decision, at least two thirds (2/3) of the present Representative Council members are required to second it in both meetings. The decision must be submitted to the President of the University for confirmation.

This Constitution enters into force immediately after the President's confirmation.

The Representative Council has approved this Constitution in its meetings 2/2019 on 28 Feb 2019 and 3/2019 on 21 Mar 2019.

The President of Aalto University has confirmed this Constitution on 3 Apr 2019.