



# Administrative and Economic Regulation

1 **Chapter I**  
2 **Scope of application and general information**

3 **Section 1 Scope of application**

4 This regulation applies to all activities of the Student Union and, where applicable, to the  
5 Student Union's majority-owned subsidiaries or the communities under its authority.

6 **Section 2 Publicity**

7 The Universities Act provides that the provisions in the Act on the Openness of  
8 Government Activities (621/1999) concerning the publicity of the operations of authorities  
9 referred to in Subsection 1 of Section 4 of the Act also apply to the operations of the  
10 Student Union.

11 The Student Union, therefore, complies with this principle of publicity in all its operations.

12 **Section 3 Principles of good administration**

13 When attending to its public administrative duties, the Student Union complies with the  
14 Administrative Procedure Act and the Administrative Judicial Procedure Act.

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16 In addition to the previously mentioned, all activities of the Student Union comply with the  
17 principles of good administration referred to in the Constitution of Finland and the  
18 Administrative Procedure Act (434/2003), which include, among other things:

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  - principle of equality (no one is placed in an unequal position based on a personal  
21 matter)

- 22 • principle of service (the Student Union's operations pay attention to service  
23 attitude and the quality of service)
- 24 • principle of advice (members are instructed to contact an appropriate party if  
25 this is not the Student Union)
- 26 • requirement of proper language use (the Student Union's communications and  
27 decision-making use clear language)

28 The Student Union communicates about its operations in accordance with the Language  
29 Regulation approved by the Representative Council.

## 30 **Chapter II** 31 **The Student Union bodies and staff**

### 32 **Section 4 Representative Council**

33 The Representative Council exercises the decision-making power at the Student Union  
34 (Universities Act 558/2009) together with the Board. The duties of the Representative  
35 Council are defined in the Student Union's Constitution.

36 With a separate decision, the Representative Council may establish committees which are  
37 regulated by the Rules of Procedure of the Representative Council.

### 38 **Section 5 Board**

39 The Board exercises the decision-making power and the administrative and executive  
40 powers at the Student Union (Universities Act 558/2009). The duties of the Board are  
41 defined in the Student Union's Constitution and the Rules of Procedure of the Board.

42 The Board may establish sections, committees and working groups which are regulated  
43 by the Rules of Procedure of the Board.

### 44 **Section 6 Financial Directorate**

45 The Financial Directorate is the body governing the Student Union's finances referred to  
46 in the Government Decree on Universities (770/2009). The duties and powers of the  
47 Financial Directorate in relation to the Board are defined in this Regulation.

### 48 **Section 7 Central Election Committee**

49 For the implementation of the Representative Council election, the Student Union has a  
50 Central Election Committee appointed by the Board. The Central Election Committee and  
51 the implementation of the election are defined in the Election Rules approved by the  
52 Representative Council.

### 53 **Section 8 Staff**

54 The leading officers of the Student Union are the Executive Director and Financial  
55 Director, who act as the employer's representatives in relation to the other staff. The  
56 Board acts as manager to the Executive Director, who is accountable to the Board. The

57 Financial Directorate acts as manager to the Financial Director, who is accountable to  
58 the Financial Directorate and the Board.

59 The terms and conditions of employment of the staff are provided in the collective labour  
60 agreement binding the Student Union, and the terms and conditions of employment of  
61 the Executive Director and Financial Director are provided in their employment contracts.

## 62 **Section 9 Executive Director and duties of the Executive Director**

63 The Executive Director is a senior official of the Student Union who is elected an open-  
64 ended employment relationship. In addition to the duties referred to in the Student  
65 Union's Constitution, the Executive Director is responsible for:

- 66 1. attending to the duties of Secretary of the Representative Council, Board and the  
67 Central Election Committee;
- 68 2. attending to the general preparation and implementation of the decisions of the  
69 Student Union's decision-making bodies and communicating about these;
- 70 3. ensuring that the Student Union's operations and administration comply with the  
71 law and regulations in general;
- 72 4. proving correct and providing extracts of the minutes of the Student Union's  
73 decision-making bodies.

74 In addition, the Executive Director is also responsible for other duties assigned to them by  
75 the Representative Council and the Board. The Executive Director may delegate the  
76 above tasks to the other staff within the limits provided by Student Union regulations.

## 77 **Chapter III** 78 **Finances**

### 79 **Section IO Regulations on the financial management of the Student Union**

80 The financial and property management of the Student Union must comply with the  
81 provisions of this regulation in addition to what is provided in the Government Decree on  
82 Universities (770/2009), the Student Union Constitution and other regulations concerning  
83 the Student Union.

### 84 **Section II Responsibilities and decision-making in financial management**

85 In accordance with the Student Union Constitution,

- 86 • the Representative Council of the Student Union is the highest decision-making  
87 body of the Student Union;
- 88 • in matters which have not been assigned to the Representative Council in this  
89 Constitution, the bodies exercising the decision-making, administrative and  
90 executive powers are the Board and the Financial Directorate elected by the  
91 Representative Council;
- 92 • Financial Directorate is responsible for the management and administration of the  
93 student union assets, as well as for the preparation and implementation of the  
94 matters provided in this regulation.

95 Financial responsibilities are divided as follows:

96 Representative Council

- 97 • decides on the financial framework when approving the annual budget, and on
- 98 the supervision of financial management when approving the financial statements;
- 99 • decides on significant financial decisions;
- 100 • in accordance with the Student Union Constitution, significant financial decisions
- 101 refer to the purchase, sale or mortgage of properties and the undertaking of
- 102 construction projects or a significant tying of the student union assets.

103 Board

- 104 • directs the operations within the budget;
- 105 • approves and signs the financial statements and submits them to the
- 106 Representative Council for approval.

107 Financial Directorate

- 108 • acts as an expert advisor to the Board on financial matters;
- 109 • prepares the guidelines for economic and asset management policy and
- 110 implements investment decisions in accordance with the established policy;
- 111 • prepares with the Board significant financial decisions to be decided by the
- 112 Representative Council;
- 113 • convenes at the Chair's invitation at least 4 times a year.

114 Financial Director

- 115 • is responsible to the Board for the practical implementation of financial
- 116 management within the budget and the economic and asset management policy.
- 117

118 Executive Director

- 119 • is responsible for the finances and implementation of non-profit operations and
- 120 approves the expenditure commitments caused by the operations.

## 121 **Section I2 Asset management**

122 The purpose of the asset management of the Student Union is to secure the financial  
123 conditions for the non-profit activities of the Student Union and to ensure good  
124 management of the Student Union as well as investment and real estate assets.

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126 The Representative Council confirms the economy and asset management policy, which  
127 consists of three sections, including the main principles of asset management as well as  
128 the investment policy and the real estate policy.

129 The economy and asset management policy is updated as necessary.

130 **Section 13 Budget**

131 The Financial Directorate discusses the budgetary principles. The draft budget is  
 132 prepared by the Financial Director for finances, asset management, funding, residential  
 133 properties and support activities, and the Executive Director prepares the draft budget  
 134 for non-profit activities based on the plan of action.

135 **Section 14 Approval of expenditure**

136 No one is allowed to approve their own expenses, but they are assigned to a supervisor  
 137 for approval.

138 The Executive Director's invoices are approved by the Chair of the Board. The Chair's  
 139 invoices are approved by the Financial Director. The Financial Director's invoices are  
 140 approved by the Executive Director. The Financial Director's summary of invoices is  
 141 approved once a year by the Chair of the Financial Directorate.

142 To supplement the above, the Student Union must have valid instructions prepared by  
 143 the Financial Director for the approval of invoices and payments.

144 **Section 15 Financial statements**

145 The financial statements of the Student Union are prepared each calendar year. The  
 146 Board and the Financial Directorate prepare the financial statements. The financial  
 147 statements are signed by all members of the Board.

148 The financial statements also include the Student Union's actual management report,  
 149 which must include a report on asset management and administration, as well as the  
 150 financial statements of the companies within the Student Union Group.

151 **Section 16 Audit report**

152 The auditors must make an entry in the financial statements of the audit they have  
 153 performed and submit an audit report to the Board and the Financial Directorate, which  
 154 is addressed to the Representative Council, by the end of April.

155 **Chapter IV**  
 156 **Specific provisions**

157 **Section 17 Amendments to the regulation and entry into force**

158 Amendments to this regulation may be decided at a meeting of the Representative  
 159 Council by a 2/3 majority of the votes of present members of the Representative Council.

160 This regulation revokes 1) the Administrative Regulation approved by the Representative  
 161 Council on 3 Nov 2009 (5/2009) and 2) the Economic Regulation approved by the  
 162 Representative Council on 29 Aug 2010 (6/2010).

163 This regulation has been approved at the meeting of AYY's Representative Council on 17  
 164 June 2021 (5/2021).

Aalto university	P.O.Box 69,	Otakaari II	ayy.fi
Student Union Finland	02151, Espoo Finland	02151, Espoo	ayy@ayy.fi