



# RULES OF PROCEDURE OF THE BOARD

## Chapter I General provisions

### Section 1 Scope of application

In addition to what is provided in the Constitution of Aalto University Student Union, the operations of the Student Union Board shall comply with these rules of procedure and general meeting practices.

## Chapter II Duties

### Section 2 Duties of the Board

The Board is responsible for exercising decision-making, administrative and executive powers in the Student Union in all matters which are not stipulated in the Student Union Constitution or other decrees to be addressed by the Representative Council and, in particular, the Board is responsible for:

1. directing the Student Union's operations;
2. the administration and finances of the Student Union;
3. overseeing that the currently standing decrees, rules and other regulations are complied with;
4. deciding upon matters regarding the finances or asset management of the Student Union;
5. preparing a proposal to the Representative Council on the membership fee of the Student Union;

6. preparing a proposal together with the Financial Directorate on the Student Union's budget to the Representative Council;
7. providing the annual report to the Representative Council for information;
8. signing the financial statement of the Student Union in accordance with the Accounting Act and presenting it to the Representative Council;
9. preparing the appointments of the Financial Director and the members of the Financial Directorate for the Representative Council;
10. preparing within its authority the matters emerging in Representative Council meetings;
11. implementing for its part the decisions of the Representative Council;
12. acting as the manager of the Executive Director;
13. deciding upon statements presented in the name of the Student Union;
14. representing the Student Union.

### **Section 3 Duties of the Chair**

The duties of the Chair of the Board include:

1. directing the operations of the Board;
2. convening the board meetings and chairing these meetings;
3. representing the Board;
4. signing the board meeting minutes together with the meeting secretary and the persons approving the minutes.

When the Chair is prevented from attending or disqualified, one's duties are performed by the Vice Chair.

## **Chapter III Meetings of the Board**

### **Section 4 Organising**

The Board may organise itself prior to the beginning of its term of office. The Board decides on the following matters at the first meeting of its term of office at the latest:

1. elect the Vice Chair from among its members;
2. decide on the division of labour within the Board;
3. decide on the payment grounds of remuneration related to the Board members' positions of trust in accordance with the budgetary principles.

### **Section 5 Meetings**

At the first meeting of its term of office, the Board decides when meetings are held, how they are to be announced and where they are generally held.

The Board also convenes at other times if the Chair deems it necessary or if at least two (2) Board members so request in order to address an announced matter. In this case, the

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members of the Board must be notified of the meeting at least one day prior to the meeting.

### **Section 6 Right to attend and address meetings**

The Chair of the Representative Council and the persons to whom the Chair of the meeting gives permission have the right to attend and address the Board meetings.

### **Section 7 Quorum**

The Board has a quorum when its Chair or Vice Chair and at least half of the other Board members are present.

### **Section 8 Agenda**

The Executive Director and the Chair of the Board are jointly responsible for preparing the agenda for a Board meeting. The Board meeting will address the items on the agenda.

A matter that is not on the agenda may be addressed if the Board so decides by at least two thirds (2/3) of the cast votes.

### **Section 9 Minutes**

The Executive Director is responsible for attending to the duties of the Board secretary. The Executive Director is also responsible for storing the minutes of the Board.

The minutes must be reviewed within fourteen (14) days of the meeting. The minutes are signed by the Chair, the secretary and the persons who approve the minutes. The reviewed minutes are published on the notice board of the Student Union. Minutes of the meeting will be prepared and published on the notice board of the Student Union within seven (7) days of the meeting.

At the beginning of the meeting, the Chair of the meeting summons two (2) Board members who are present to approve the minutes.

## **IV Chapter Processing of matters**

### **Section 10 Disqualification**

Board members are disqualified to participate in decision-making that concerns themselves personally. Disqualifications are determined by the Chair of the meeting; however, in case of dispute, they are determined by a simple majority of the Board.

### **Section 11 Decision-making order**

If there is a consensus on a matter or the counterproposal to the proposal provided as the basis for a presentation is not supported, the Chair must state the decision. Otherwise, the Chair must state the proposals to be put to the vote.

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After this, the Chair must present a voting method to the Board for approval and, if there are several votes to be conducted, also the order of voting.

In personal elections, or at the request of two (2) members of the Board, voting is conducted by secret ballot.

In the event of a tie, the Chair has the casting vote; however, in personal elections, decisions are made by drawing lots.

### **Section 12 Shelving**

A matter presented for the first time must be shelved until the next Board meeting if at least two (2) members of the Board so require. A renewed shelving of a matter requires a majority of the votes cast.

A matter that is not on the agenda must be shelved if one (1) member so requests.

If a matter is presented in a significantly amended form due to new investigations or presentations, it is considered as being presented for the first time.

### **Section 13 Dissenting opinions**

A Board member may present a dissenting opinion on a decision that they have opposed by making a counterproposal or in a vote. A dissenting opinion may also be presented on the Chair's interpretation. A Board member who wishes to present a dissenting opinion must verbally express this as soon as the decision is declared and submit their opinion in writing to the secretary within the time period reserved for the reviewing of the minutes. A dissenting opinion is always entered into the minutes.

## **V Chapter Board sections, committees and working groups**

### **Section 14 Sections**

The Board may establish sections for its assistance. The sections operate underneath the Board and are guided by the policies of the Board. The sections report on their operations to the Board.

### **Section 15 Committees**

There may be committees operating underneath the Board and the sections. Where applicable, the operations of committees underneath the sections shall comply with the provisions in these Rules of Procedure concerning the operations of sections underneath the Board.

### **Section 16 Other working groups**

The Board may also establish other groups to prepare matters and to carry out other tasks. When appointing a preparatory body, the Board decides upon its duties, authority, term of office, Chair and members, reporting obligation and the Board member or officer acting as its contact person.

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**Section 17 Meetings and tasks**

The sections, committees and other working groups convene by invitation of their Chair or Vice Chair when necessary. The sections, committees and other working groups prepare matters in their operational field for the Board, make initiatives to promote matters within their authority and operate within the limits of responsibility entrusted to them by the Board.

**Section 18 Minutes**

The sections, committees and other working groups prepare a memo or minutes of their meetings, and these are presented in a Board meeting for information.

**VI Chapter  
Specific provisions****Section 19 Amendments to the rules of procedure and entry into force**

These rules of procedure may be amended at a Representative Council meeting by a majority of at least two thirds (2/3) of the votes of the Representative Council members who are present.

These rules of procedure have been approved in AYY's Representative Council meeting 5/2021 on 17 June 2021.

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