



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 together are used.

The domicile of the Student Union 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. Activities for Swedish-speaking members of the Student Union 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 may become members of

the Student Union. The Student Union Board may also accept other students at 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 Bylaws.

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 Finance Board elected by the Representative Council. The Finance Board exercises the decision-making, administrative and executive powers only in matters separately assigned to it in accordance with section 34. In matters which have not been separately assigned to the Representative Council or the Finance Board, 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 Representative Council elections and member votes of the Student Union, members of the Student Union who have enrolled for attendance at the University are entitled to vote. The voting right is equal and personal and may not be used by a 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 enrolled 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 Vice Chair of the Representative Council.

Employees employed by the Student Union during the term of the Representative Council and persons elected as members of the Central Election Committee during the election year are not eligible in the Representative Council elections.

Section 7 Incompetence due to likelihood of bias

Persons who

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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 the Student Union or complete 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 Board and Finance Board 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 the vote in writing concerning a matter on the agenda, or if at least five hundred (500) Student Union members request the vote in writing from the Board.

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

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

Chapter III Representative Council

Section 9 Representative Council

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

The conducting of the Representative Council elections is stipulated in more detail in the Election Bylaws.

Section 10 Term of office and dissolution of the Representative Council

The term of office of the Representative Council begins on the first day of January following the Representative Council elections. The duration of the term is two years.

However, the term of the Representative Council continues after the official term until the new Representative Council has been organised.

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

1. get organised;
2. appoint the Chairs of the Representative Council;
3. appoint the former of the Board;

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4. appoint the Chair of the Board and the Board;
5. choose an audit firm;
6. establish committees; and
7. record matters.

The Representative Council may dissolve itself and order new elections to be held. The dissolution of the Representative Council and the conduct of new elections must be decided at two (2) consecutive meetings of the Representative Council, which must be held at least fourteen (14) days apart. The dissolution decision must be supported at both meetings by at least two thirds (2/3) of all members of the Representative Council. The new Representative Council for the remainder of the term must be elected within sixty (60) days of the dissolution decision.

The dissolved Representative Council attends to the duties of the Representative Council until the new Representative Council is organised.

Section II Deputy members

The calling of deputy members is stipulated in the Rules of Procedure of the Representative Council.

Section I2 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 Finance Board 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 audit firm;
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 asset management;
13. considering the reports issued by the Board on the student union operations and finances and deciding on the measures to be taken;

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14. deciding on the approval of the Student Union's financial statement and granting freedom from liability to the Board and other responsible parties;
15. deciding on financially significant matters mentioned in section 39 based on the proposal of the Board and in accordance with the conditions mentioned in section 39;
16. approving the Student Union Constitution, Rules of Procedure of the Representative Council, Rules of Procedure of the Board, Election Bylaws, the Administrative and Economic Regulation and other bylaws. The Student Union Constitution must be submitted to the President of the University for approval.

In addition, the Representative Council decides on other matters that are assigned elsewhere in this Constitution or in the regulations concerning the Student Union to be resolved by the Representative Council, or which the Representative Council has reserved the right to decide on in individual cases, or which the Board deems 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 decision-making power of the Board or the Finance Board. However, the Representative Council cannot make decisions that would mean amending decisions that are legally binding on the Student Union by virtue of its power.

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

1. two (2) members of the Representative Council at the meeting of the Representative Council;
2. ten (10) full members of the Representative Council outside the meeting of the Representative Council, 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 at the ongoing meeting or, if the matter has been raised outside the meeting, it will be addressed as a matter of urgency at the next meeting. The motion to reserve the power of decision cannot be shelved. If the Representative Council decides to reserve the power of decision, the Council makes the decision in the normal order of decisions at the next meeting.

If a motion to reserve the power of decision has been made, the Board or the Finance Board may not make a decision before the Representative Council has decided on the matter concerning the suspension of the power of decision.

Section 14 Inquiry

Five (5) members of the Representative Council may make an inquiry on a specific matter to the Board or the Finance Board. The inquiry must be submitted in writing to the Chair of the Representative Council, who must immediately inform the Board or the Finance Board.

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

Section 15 Resolution

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

Section 16 Meeting of the Representative Council

The Representative Council meets at least:

1. annually before the 20th of December, when the financial budget of the Student Union is decided;
2. annually after the 15th of September, when the presiding officers of the Representative Council, Chair of the Finance Board, former of the Board and the audit firm are elected;
3. annually in May at the latest when the matters mentioned in 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 deemed necessary by the Representative Council Chair, the Finance Board or the Board;
2. when five (5) members of the Representative Council request this in writing from the Chair of the Representative Council 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.

Instead of the actual meeting where the participants are present at the meeting location, the Representative Council may hold a meeting in an electronic environment in which everyone participates by electronic means. The meeting is held in an electronic environment if public security, the urgency of the matter or other appropriate reason so require. The notice of meeting states whether the meeting will be held by having participants present at the meeting location or in an electronic environment in which they participate by electronic means.

Section 17 Quorum

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

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

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Section 18 Right to attend

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

The right to attend and address the meetings are further specified in the Rules of Procedure of the Representative Council.

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 Presiding officers of the Representative Council

Section 19 Presiding officers of the Representative Council

The presiding officers 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 a calendar year.

However, the presiding officers of the Representative Council may act as presiding officers at 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 writes nominated candidates on the ballot in their preferred order: as the first, the candidate they consider the best; as the second, the candidate they consider the second best, etc. The voter may also choose to write fewer names on the ballot than there are candidates in the election.
2. Each ballot is counted as a vote for the candidate whose name is marked as first on the ballot.
3. If one of the candidates has received an absolute majority, i.e., more than half of the first-preference votes cast, the candidate has won the election.
4. If none of the candidates receives an absolute majority of the votes cast, the candidate who receives the least votes is eliminated.
5. Each ballot received by this eliminated candidate is transferred as a vote to the candidate who was marked second on the ballot.
6. If one of the candidates has now received more than half of the votes cast, the candidate has won the election.
7. If none of the candidates has received the majority of the votes cast, the person from among the remaining candidates with the least votes is eliminated. Each of the eliminated candidate's ballots is cast as a vote for the next non-eliminated candidate on the ballot. This is repeated until one of the remaining candidates has received an absolute majority of the votes.

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8. If, at some stage of the vote count, the vote is tied, the relative order of candidates is determined as defined in item 4, section 22.
9. If it cannot be determined based on an eliminated candidate's ballot paper to whom the vote should be transferred, the surplus votes of the ballot is divided equally among all remaining candidates as defined in item 4, 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 desired number of names on the ballot in order of preference. Personal elections are held with secret ballot.

2. Quota required to proceed

The number of ballots is counted and based on this, the quota required for a candidate to proceed is calculated as follows: $\text{quota} = \text{number of ballots} / (\text{number of seats to be filled} + 1)$, rounding up to two decimal places.

3. Vote count

In the first phase, each candidate's first choice votes, i.e., the ballots where the candidate has been marked as the first choice, are counted. 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 seats to be filled, the election is declared closed. If more candidates are elected than there are seats to be filled, their relative order is determined as provided in item 4 of this section. If fewer candidates are elected than there are seats to be filled, any surplus votes received by the candidates are transferred as provided in 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 seats have not been filled, the candidate with the lowest total number of votes after the transfer of surplus votes is eliminated. If no candidate reaches the quota in the first round, the candidate with the lowest number of first choice votes is eliminated. In the event of a tie, the relative order of the candidates is determined as provided in item 4 of this section.

The votes of the eliminated candidate are transferred to other candidates as provided in item 4 of this section. After the elimination, the number of votes of the candidates are reviewed. When a candidate reaches the quota, one's surplus votes are transferred.

The transfer of surplus votes and elimination continue until all seats have been filled or there are as many remaining candidates as there are seats to be filled.

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4. Transfer of votes and elimination of candidates

4.1 Transfer of surplus votes

The transfer of surplus votes starts with the candidate with the highest number of votes.

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

If there are surplus votes in later phases of the vote count due to the transfer of another surplus or the elimination of a candidate or candidates, only the last set of ballots, all of which are of equal value, which caused the surplus votes in question, is reviewed.

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

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

The surplus votes transferred on the basis of a single ballot – i.e., the transfer value of the ballot – is determined by dividing the surplus votes by the total number of ballots under consideration. The transfer value is determined rounding down to two decimal places.

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

The surplus votes of non-transferable ballots, i.e., ballots from which it is not possible to determine to which candidate the voter would like to transfer the surplus votes, are divided equally between all remaining candidates rounding down to two decimal places.

4.2 Elimination

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

The approved votes of the candidate to be eliminated are arranged in descending order in piles, the first pile including first-preference votes counted in favour of the candidate, the second pile including ballots transferred first to the candidate, the third including any ballots transferred later, etc. Thus, each pile only contains ballots with the same transfer value.

Each pile is reviewed separately, and votes are transferred to the remaining candidates according to preferences marked on the ballots. If a candidate marked as second on the ballot has already been elected or eliminated, the person marked as third on the ballot is considered, and if the candidate has already been elected or eliminated, the person marked as fourth is considered, etc., until the surplus votes can be transferred. In case of non-transferable ballots, i.e., ballots from which it is not possible to determine to which candidate the voter would like to transfer the vote, the transfer value of the ballot is divided equally among all remaining candidates rounding down to two decimal places.

If non-transferable votes have been transferred in favour of a candidate at an earlier stage of the vote count, these are transferred equally among all remaining candidates rounding down to two decimal places.

After the elimination, the total number of votes of the remaining candidates is reviewed, and when a candidate reaches the quota, their surplus votes are transferred. If no candidate reaches the quota after elimination, the next candidate with the least votes at that time is eliminated as described above.

4.3 Mutual order of candidates in the event of a tie

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 seats to be filled, or when dividing surplus votes in the first round, or in elimination when no surplus has been transferred, the mutual order of candidates 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 mutual order of candidates 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 mutual order of candidates is determined by the earlier stage of the vote count when the candidates still had a different number of votes. If the candidates had the same number of votes in all phases of the vote count, their mutual 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' mutual 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. ensuring that the operations of the Representative Council, Finance Board and Board of the Student Union comply with valid laws, decrees, the Student Union Constitution and other regulations;

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3. when necessary, deciding on the interpretation of the Student Union Constitution and other regulations;
4. signing the minutes of the 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 prevented from attending to one's duties, the Chair is replaced by the Vice Chair.

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 term of office of the Board is a calendar year. The Board may get organised before the start of its term of office, and establish sections, committees and working groups for its future term of office.

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

Section 26 Former of the Board

The Representative Council elects the former of the Board in the same manner as it elects 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 before the decision-making meeting. The former of the Board makes a proposal of the members of the Board to the Representative Council at the latest in the meeting following one's election, but no earlier than seven (7) days after one's 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 are elected as members of the Board.

If the Representative Council does not approve the proposal, a new election of the former of the Board is conducted, and the person must submit one's proposal on the members of the Board. This election procedure is continued until the Representative Council approves the proposal made by the former of the Board.

Section 28 Matter of confidence

By the majority vote of the present members of the Representative Council, the Representative Council has the power to dismiss the Board, the Chair of the Board or a

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member of the Board from their duties during the term of office, stating that they do not hold the confidence of the Representative Council.

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

When initiating a matter of confidence, the reasons for the matter 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, measures in accordance with section 28 are taken at the same meeting, unless the Representative Council decides to shelve the election of the former or member of the Board.

Section 29 Completion of the Board

When the Board is dismissed from its duties during the term of office or the Chair of the Board loses one's eligibility, is dismissed from one's duties or resigns from the Board during the term of office, a new Board is established without delay.

When a member of the Board loses one's eligibility, is dismissed from one's duties or resigns from the Board during term of office, the Chair of the Board may, taking into account the provisions in section 24, propose a new member of the Board to the Representative Council. The Representative Council notes the loss of eligibility.

If the Representative Council approves the proposal, the proposed person is elected as a member of the Board. If the Representative Council does not approve the proposal, the Chair of the Board must nominate another candidate. When there are several persons to be elected, the list of candidates must be rejected or approved as such. The procedure is continued until the Representative Council approves the proposal of the Chair of the Board.

Section 30 Organising of the Board

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

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.

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Section 32 Reports on operations

The Board must submit annual reports to the Representative Council on activities and finances.

Chapter VI Finance Board

Section 33 Finance Board

The Finance Board consists of eight (8) to ten (10) members, including the Chair. At least half ($\frac{1}{2}$) of the members must be members of the Student Union.

The Representative Council appoints the members of the Finance Board on the proposal of the Board for two (2) years at a time, with half of them resigning annually. The members of the Finance Board are elected from among the members of the Student Union or other persons who are well acquainted with the Student Union or the economic life.

The Representative Council appoints the Chair on the proposal of the Board from among the members of the Finance Board for one calendar year at a time. The Finance Board appoints the Vice Chair from among its members 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 Finance Board or its member or if a member resigns during the term of office, a new Finance Board or a new member is appointed for the remaining term.

Section 34 Jurisdiction and duties of the Finance Board

The duties of the Finance Board include management and administration of the Student Union's assets as well as the preparation and implementation of matters specified in the Administrative and Economic Regulation of the Student Union.

The Representative Council is responsible for defining and, when necessary, confirming the job descriptions of the Board and the Finance Board and the mutual limits of powers.

Chapter VII Honorary delegation

Section 35 Honorary delegation

The Student Union has an Honorary Delegation, the duty of which is to give advice and support in matters regarding the Student Union.

The members of the Honorary Delegation are invited and its chair is appointed by the Representative Council.

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The activities of the Honorary Delegation are provided in more detail in the bylaws approved by the Representative Council.

Chapter VIII Continuity Committee

Section 36 Continuity committee

The Student Union has a Continuity Committee. The duties of the committee include

1. preserving and developing the Student Union's intellectual and ideological capital;
2. supporting the Student Union's operators and promote continuity; and
3. supporting good governance and organisational development.

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

The Continuity Committee may make decisions on matters concerning the committee itself, as well as decisions that provide recommendations to the Student Union. In its decision-making, the Continuity Committee complies with the Student Union Constitution and general meeting practices.

Chapter IX Finances

Section 37 Accounting period

The accounting period of the Student Union is a calendar year.

Section 38 Membership fees

When approving the budget of the Student Union, 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 different membership fee on a student union member undertaking a postgraduate degree and on other students at the University who have been admitted 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 on how and when the membership fee is collected. The Board may decide on the whole or partial exemption from the membership fee if, due to a member's proven lack of means, it is obvious that the membership fee would compromise one's right to education in accordance with section 16 of the Constitution of Finland (731/1999).

Section 39 Significant financial decisions

The Representative Council makes all significant financial decisions. Proposals for significant financial decisions may be made by the Board, the Finance Board or the Representative Council. Proposals concerning significant financial decisions must be

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considered by the Board and the Finance Board before the decision-making process of the Representative Council.

Significant financial decisions of the Student Union refer to the purchase, sale or mortgage of properties and the undertaking of construction projects or a significant tying of the student union assets.

If the Representative Council proposes a significant financial decision, the Finance Board must first consider the matter and then present the matter to the Board for consideration. The Board must consider the matter within thirty (30) days of the proposal of the Representative Council. The Finance Board is obliged to bring the matter to the Representative Council for a decision without delay, at the latest within sixty (60) days of the proposal of the Representative Council.

If the Finance Board and the Board, or one of them, is not in favour of the proposal, a significant financial decision must be decided at two meetings of the Representative Council, which are held at least fourteen (14) days apart, regardless of whether the proposal is made by the Board, Finance Board or the Representative Council. Such a decision requires the support of at least two thirds (2/3) of all members of the Representative Council at each meeting.

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

Section 40 Audit

An audit firm approved by the Central Chamber of Commerce is selected for each accounting period to audit the accounting and financial statements of the administration and finances of the Student Union.

Section 41 Financial statements

The Board and the Finance Board must prepare financial statements 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 audit firm must report to the Board and the Finance Board on the audit it has performed within thirty (30) days of receiving the financial statements and related documents.

The Board and the Finance Board must submit the financial statements, the auditor's report and reports prepared due to reminders made to the Representative Council at the latest in connection with the notice of the Representative Council meeting at which the financial statements and the auditor's report are addressed.

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Chapter X

Signing, informing and notifications

Section 43 Senior officials

The senior officials of the Student Union are the Student Union's Executive Director and the Student Union's Financial Director.

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

Section 44 Signing

The name of the Student Union may be signed by the Chair or Vice Chair of the Board together with the Executive Director or the Financial Director. Signatories may also authorise other persons to act as signatories on their behalf in specific matters.

Section 45 Informing

The decisions of the Representative Council and Board of the Student Union must be displayed on the official notice board of the Student Union no later than seven (7) days of the meeting. In accordance with section 86 of the Universities Act, a member of a student union is considered to have been informed of a decision when the decision has been made available to the public.

A party who is not a member of the Student Union must be informed of a decision concerning the person without undue delay.

Section 46 Receiving of notifications

Notifications concerning the Student Union are received on behalf of the Student Union by the Executive Director or by a person specifically designated by the Board to receive notifications.

Chapter XI

Publicity, right of initiative and appeals

Section 47 Archives

The documents of the Student Union must be archived in such a way that the archives serve as a source of information for the creator of the archives, the members of the Student Union, the authorities and research.

Section 48 Publicity

The publicity of the activities and documents of the Student Union is stipulated in section 30 of the Universities Act.

Section 49 Making of initiatives

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

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

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

Section 50 Appeals

Decisions of Student Union bodies are appealed against as stipulated in section 86 of the Universities Act. Appeals are made to Helsinki Administrative Court.

In addition, a claim for a revised decision of a body appointed by the Student Union Board may be submitted to the Board.

Chapter XII Specific stipulations

Section 51 Museum

The Student Union manages a museum that presents the history and present of the student cultures of the Student Union and its predecessors. The museum activities are run on a non-profit basis. If the Student Union ceases to exist in its current form, the preservation of the museum collection is secured under the control of a legally competent community, as decided by the meeting of the Representative Council.

Section 52 Associations operating in the vicinity of the Student Union

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

Section 53 Responsibility in a position of trust

Persons elected to a position of trust by a Student Union body may be dismissed from their office if they take advantage of or disclose to others any information that 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 inside or outside the Student Union or have repeatedly failed to perform their duties.

If a member of the Representative Council can be proven to have significantly harmed the Student Union by his or her actions, the member of the Representative Council may be subject to a temporary meeting ban at a 5/6 majority of the votes cast. A meeting ban may prevent a member of the Representative Council from attending a maximum of the next three meetings of the Representative Council.

In case of serious damage, confidence in the representative may be considered directly at a meeting of the Representative Council. In case of minor damage, the chair of the Representative Council may issue a written warning to the member of the Representative

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Council and if, despite the warning, the representative damages the Student Union, a meeting of the Representative Council may vote on confidence in the representative.

Section 54 Amendment of the Constitution and entry into force

Amendments to this Constitution are decided by the Representative Council.

Amendments to the Constitution must be decided at two (2) Representative Council meetings held at least two (2) weeks apart. Such a decision requires the support of at least two thirds (2/3) of the present members of the Representative Council at each meeting. The decision must be submitted to the President of the University for approval.

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

The Representative Council has approved this Constitution at its meetings 4/2021 on 27 May 2021 and 5/2021 on 17 June 2021.

The President of Aalto University has approved this Constitution on 9 Aug 2021.

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