



Aalto University Student Union's ASSOCIATION REGULATION

Section 1 General information

An association, which unites AYY's students, and the purpose and operating methods of which comply with the provisions of the law and good conduct, may be admitted to AYY's association register.

Section 2 Association register

Associations operating within the Student Union are divided into subject associations and associations. Approval of the association into AYY's association register is decided by the Board. The Board also has the right to remove an association from the association register.

Section 3 Registration of associations

An association does not have to be a registered association. However, operating grants allocated to unregistered associations may be restricted by the decision of the Board.

Section 10 of the Associations Act is applied to associations that are not registered in the register of associations of the Finnish Patent and Registration Office.

Section 4 Member register of associations

The association board must keep a list of the association members, which must disclose each member's full name, domicile and information on whether a member is a member of AYY.

Section 5 Association bylaws

Association bylaws must meet all the requirements set for the bylaws by the Associations Act. Associations are advised to primarily use the bylaws template designed for AYY's associations.

Section 6 Association finances

Associations are responsible for their operations and finances.

Each association listed in the association register is obliged to keep records. Accounting records must comply with accounting legislation and the Associations Act.

The financial statements must be made in such a way that the financial position of the association at the balance sheet date can be adequately stated. The financial statements must comply with the Accounting Act. The association must keep a list of its assets.

The audit or operational audit must be carried out by the time of submitting an association notice following the end of the accounting period.

Section 7 Obligations of all associations

Associations must submit an association notice annually by the time specified by AYY. The association notice must include at least a list of the board members, an informal management report, plan of action, valid bylaws and the direct email address of the board and the email address and telephone number of at least the chair of the board, as well as the number of association members and information on how many of the association members are also members of the Student Union.

Associations must immediately submit their amendments to bylaws to the association specialist in order to review the eligibility of the association to the Student Union's association register.

Section 8 Cooperative associations

The Student Union has cooperative associations to which the Student Union has delegated some of its tasks. A separate cooperation agreement is prepared for cooperative associations, which specifies benefits provided by AYY and the required obligations in order to receive the benefits. The Board reviews and, if necessary, modifies the terms of cooperative association agreements every two years and associations must report on the fulfilment of their obligations under the cooperation agreement. The Student Union Board may nominate an association as a cooperative association, but the approval of the Representative Council is required for admission as a cooperative association. Cooperative associations have the same benefits as subject associations. Section II Transfer of Funds does not apply to cooperative associations.

Section 9 Subject associations

A subject association in an association of students in one or several fields of study, which promotes the interests of its students in degree programmes, departments, schools, the university and/or professional settings, for example. A subject association takes care of the interests of its members towards the school in accordance with a written agreement approved by the school. A subject association is responsible for guiding and integrating the new students of its student group into the academic community together with the Student Union and other subject associations. A subject association must also meet the criteria for associations mentioned in section 10. An association may apply for a subject association status in connection with the annual association notice or with a separate application. If the Board does not approve an association as a subject association, the Board may approve the association as a regular association without a separate application.

Section 10 Associations

An association may be accepted into AYY's association register if its operations are association activities targeted at AYY members and if at least ten of its full members are members of AYY. The AYY Board may, for serious reasons, grant an individual association a permission to deviate from the minimum number of members on the basis of the association's application.

When applying for an operating grant, an association must submit the number of association members, financial statements and a budget attached with the annual association notice by the time specified by AYY.

Section 11 Transfer of funds

If an association is dissolved or terminated, its funds must be transferred to one of the following parties:

1. Student union
2. Association in the Student Union's association register, which does not restrict the possibility for members of the Student Union to join as voting members of the association and of which at least 60 per cent, and at least ten members, are members of AYY
3. Cooperative association, foundation or fund, the purpose of which is to support the activities of the Aalto community or its members.

The funds must be transferred to be used for the purpose of the association. If the above-mentioned is not possible, the funds must be transferred to support the activities of the Student Union. If these conditions are not met, the association will not be able to receive all the benefits offered by the Student Union.

Section 12 Benefits and obligations of subject associations and associations

All associations receive benefits and services based on their activities. Different obligations entitle different benefits. The number of benefits received by individual associations is not limited. The benefits and obligations of subject associations and associations are determined in a separate *Benefits and Obligations of Associations* document confirmed by the Board, which is updated when needed. The content of the document is routinely inspected by the Board every two years. The Board must inform the Representative Council if changes are to be made to the *Benefits and Obligations of Associations* document and once changes have been made.

Section 13 Withdrawal from the association register

An association may leave the association register by notifying the Student Union's association sector in writing. The Board may remove an association from the association register if the association has not submitted the association notice by the deadline in two consecutive years or if the association no longer meets the requirements imposed on the association by this regulation.

Section 14 Entry into force

This regulation will enter into force on 1 Jan 2022 and will be applied from the start of the 2022 association notice period. The Board may, on compelling and appropriate grounds, grant the associations additional time to make changes during 2022. This regulation has been approved at AYY's Representative Council meeting 8/2021 on 8 Dec 2021.