



1 ADMINISTRATIVE RULES OF THE STUDENT UNION OF THE UNIVERSITY OF TURKU

2 *Decisions of the Student Union Council on 29 Sep 2021, 20 Apr 2022 and 22 November 2023.*

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Chapter I: Student Union Council Rules of Procedure

74 1 Section Meeting agenda

75 In the order provided by the Chair of the Student Union Council, those matters shall be put on
76 the agenda which the Executive Board, a committee of the Student Union Council or the Chair of
77 the Student Union Council informs at least ten (10) days before the meeting to be included in the
78 agenda.

79 In a similar vein, such initiative or proposal made by a Student Union Council Group, a Student
80 Union organisation, or a single member, which has been submitted to the Secretary General and
81 the Chair of the Student Union Council in written form at least ten (10) days before the Student
82 Union Council meeting shall be put on the agenda.

83 The Chair of the Student Union Council and the Executive Board shall be in charge of ensuring
84 that the statutory matters of the Student Union are put on the agenda on time.

85 The matters on the agenda of a meeting shall be informed in the invitation to the meeting. A
86 matter that has not been mentioned in the invitation to the meeting, will not be decided unless
87 declared as urgent with a majority of two thirds (2/3) of votes or unless the matter needs to be
88 decided by a certain date and a new meeting for processing the matter can no longer be
89 convened.

90 Upon invitation to the meeting, the agenda shall also be delivered to the deputy members of the
91 Student Union Council.

92 Only matters put on the agenda shall be processed in a Student Union Council meeting.
93 However, a proposal on retaining the power of decision of the Executive Board, a vote of no
94 confidence for the Executive Board or its individual member, a vote of no confidence for the
95 Chair or Vice-Chair of the Student Union Council, and a petitionary motion submitted for the
96 Secretary General at least one day before the meeting shall be processed even if not put on the
97 agenda of the meeting.

98 In case the petitionary motion is immediately attached to a matter put on the agenda, it is not
99 needed to submit it for the Secretary General in advance. The petitionary motion will be
100 discussed in the agenda item "other business". The petitionary motion always requires a vote.

101 2 Section Deputy members

102 If a member of the Student Union Council is permanently prevented from participating in the
103 work of the Student Union Council, they must submit a written notice of resignation to the
104 Secretary General. If a member of the Student Union Council has lost their eligibility for to stand
105 as a candidate, they will be declared resigned. If a member of the Student Union Council who has
106 lost their eligibility for election regains the eligibility during the term of the Student Union
107 Council, they have the right to become a member again.

108 If an absence or prevention is known in advance and especially if it shall presumably last more
109 than one meeting, the member shall personally inform the absence in a written form for the
110 Secretary General of the Student Union at least ten (10) days before the meeting, in which case
111 the following person in the electoral coalition can be invited to the meeting.



112 A declared absence can be cancelled by informing it in a written form for the Secretary General of
113 the Student Union at least two (2) days before the meeting.

114 In case a member of the Student Union Council is absent from three (3) consecutive meetings of
115 the Student Union Council without priorly informed reason, the Student Union Council shall
116 consider them resigned from the membership of the council.

117 If a member of the Student Union Council is elected in the Executive Board of the Student Union,
118 as an employee of the Student Union, or in a leading position in a company of the Student
119 Union, their deputy member shall be invited to the Student Union Council as stipulated in these
120 Administrative Rules until the membership in the Executive Board or the employment ends.

121 When a member of the Student Union Council resigns or otherwise gives up their membership in
122 the middle of the term, a new member shall be invited to replace them, as prescribed in the
123 regulations on the elections.

124 A member of the Student Union Council shall inform in advance a temporary absence or
125 prevention to the following deputy member of their electoral coalition or otherwise ensure that
126 the information concerning the absence is provided to the aforementioned persons in time.

127 When leaving a meeting, the member of the Student Union Council shall inform it to the
128 Secretary of the meeting. During the meeting, a member of the Student Union Council entering
129 the meeting shall inform their arrival to the Secretary of the meeting. Absent members and the
130 representatives leaving and entering during the meeting, as well as an entry on an eventual
131 deputy member replacing a leaving member, or deviance from the entitlement to vote in the
132 meeting, shall be separately recorded in the minutes.

133 What is prescribed in this Section concerning the members of the Student Union Council shall
134 apply, for the applicable parts, also to deputy members. If a member of the Student Union
135 Council is temporarily disqualified or otherwise prevented from participating in the meeting, any
136 deputy member of the electoral coalition can serve as their deputy provided that the member
137 with a larger comparative index has a priority over a present person with a smaller comparative
138 index.

139 When there are no members of the electoral coalition left and the Student Union Council group
140 is incomplete with regard to regular or deputy members, the electoral coalition cannot be
141 complemented from inside an eventual electoral alliance. In such case, the presence of a quorum
142 is considered to have changed in accordance with the number of members.

143 **3 Section Executive Board negotiations**

144 Before the end of the term of the Executive Board or if the Executive Board resigns before the end
145 of the term, the Chair of the Student Union Council shall invite the representatives of the Student
146 Union Council groups to negotiations to form the Executive Board.

147 After the Student Union Council elections, before the organisational meeting of the Student
148 Union Council, the Chair of the Student Union Council invites for Executive Board negotiations
149 the representatives of the electoral coalitions and candidates not part of any electoral coalitions
150 elected in the new Student Union Council.

151 **4 Section Election of the members of the Executive Board**



152 Lists will be set for the voting, which each include the people proposed as the members of the
153 Executive Board. The list shall always be presented complete. The same person may serve as a
154 candidate on several lists, but the presenter of the list shall have the consent of the person in
155 question. If a list receives over half of the provided votes, the people presented in the list shall be
156 considered elected. If there are more than two lists in the first voting, and none of them receives
157 half of the provided votes, another vote shall be held, in which two lists which received the most
158 votes in the first vote shall compete. If the votes result in a tie in the final voting, a draw shall
159 resolve the vote.

160 If the first voting does not result in two lists with the most votes, an additional voting shall be
161 organised between the lists with the equal number of votes. If the additional voting results in a
162 tie, a draw shall resolve the vote.

163 **5 Section Minutes**

164 The Secretary General shall serve as the Secretary of the Student Union Council or a delegated
165 employee, who drafts the final minutes of the meeting, in which all the proposals, votes and
166 decisions are recorded.

167 The discussion held at the meeting of the Student Union Council shall be audio-recorded. The
168 recording shall be restored with the final minutes. The recording shall be easily available for use
169 of the Student Union Council groups.

170 In the beginning of the Student Union Council meeting, the Chair invites two members of the
171 Student Union Council to control the final minutes.

172 The minutes shall be signed by the Chair, the Secretary General, two elected scrutinisers of the
173 minutes and the secretary of the meeting, if other than the Secretary General. The minutes can
174 also be scrutinised in the same meeting either fully or partly, if necessary.

175 **6 Section Dissenting opinion**

176 A member of the Student Union Council who is present in the meeting and not content with the
177 decision, has the right to inform their dissenting opinion to be recorded in the minutes. A
178 dissenting opinion can be justified in a written form at the latest at the following meeting of the
179 Student Union Council.

180 **7 Section List of decisions**

181 The decision lists of the meetings of the Student Union Council shall be published on the official
182 bulletin board of the Student Union at least one (1) week after the meeting. The stated decision
183 lists shall be kept on display for at least two (2) weeks.

184 **8 Section Maintaining the order**

185 After providing a warning, the Chair of the meeting may reject the right of attendance of a person
186 that behaves in an improper manner in the meeting. In case of disorder, the Chair may suspend
187 or end the meeting.

188 **9 Section Agenda items**



189 The regular items of a regular meeting of the Student Union Council include

190 1) Opening the meeting

191 2) Legality and quorum

192 3) Invitation of the scrutinisers of the minutes and tellers

193 4) Notices

194 5) Approval of the agenda

195 6) Question hour of the Executive Board and the Financial Board

196 7) Items mentioned in the invitation to the meeting

197 8) Other business

198 9) Ending the meeting

199 During the question hour of the Executive Board and the Financial Board, the members of the
200 Student Union Council may present questions to the Executive Board and the Financial Board.
201 The questions are processed one at a time so that a general discussion is held concerning each
202 question. The decision of the Student Union Council concerning the confidence of the Executive
203 Board or its single member must always be discussed as a separate item.

204 **10 Section Procedure**

205 The items approved in the agenda of the meeting shall be discussed in the following order:

206 1) Presentation

207 2) Discussion, a general discussion and a detailed discussion, if necessary

208 3) Decision-making, which includes determining the proposals and the voting
209 order decision on the voting method and voting

210 4) Notice of the decision

211 In a detailed discussion, voting can be organised between the change proposals of each item
212 before moving to the following item. After a detailed discussion, a decision is made on the
213 approval of the discussed matter as a whole.

214 **11 Section Addresses**

215 In the meeting of the Student Union Council, the permissions to speak are provided in the
216 manner determined by the Chair in the order of request, special exceptions being
217 procedural addresses, response addresses and comments. Procedural address is always provided
218 before providing the following address. A reply can be provided before other requested
219 permissions immediately after the question when it is appropriate. A short comment can be
220 provided in order to correct the inaccuracy expressed in the precedent address.



221 Unless the Chair prescribes otherwise, an address is requested by raising one's hand. The
222 procedural addresses and comments are also asked by expressing the nature of the address to
223 the Chair.

224 The speakers shall be standing, unless it is evidently unnecessary or not possible. In the
225 beginning, the speaker shall say their name and Student Union Council in order to facilitate the
226 drafting of minutes and to serve the public present in the meeting. Departure from this
227 procedure is possible in a discussion where the same person speaks so often that there can be no
228 ambiguity about the speakers personality among the present people.

229 **12 Section Procedural matters**

230 If a procedural address is requested, the discussion on an item is interrupted and the procedure
231 is discussed instead. The procedural addresses can only concern shelving the discussed matter or
232 procedural questions of the meeting, such as the discussion manner, meeting procedure or the
233 behaviour of the Chair. In procedural matters that require support, separate addresses shall be
234 held. When a procedural matter has been completed, the discussion returns to the item.

235 **13 Section Shelving a matter**

236 A matter discussed for the first time will be shelved, when at least five (5) members of the Student
237 Union Council so require before the decision-making phase. The Student Union Council decides
238 with a simple majority of the provided votes the reshelving of a matter.

239 **14 Section Returning a matter to preparation**

240 A matter presented by the Executive Board or a committee set up by the Student Union Council
241 can be returned to preparation with an absolute majority of the provided votes.

242 **15 Section Proposals**

243 All proposals made in the meeting shall be provided in a written form for the secretary of the
244 meeting.

245 Proposal that has not been supported, shall not be voted upon. Proposals made for the elections
246 do not need to be supported. Support will be recorded as separate supportive addresses or
247 entered in writing in the provided proposal.

248 The proposals of the Chair of the Student Union Council, the Executive Board, the Student Union
249 Council groups and Student Union Council committees shall be considered supported.

250 The author of the draft proposal can assume the made change proposal, in which case the
251 change proposal becomes part of the draft proposal. If one wants to support the formulation of
252 the original draft proposal after assuming the change, a separate proposal shall be made.

253 **16 Section Decision-making and elections**

254 Majority election: If there is one (1) candidate to be elected, the one which received the most
255 votes shall be elected. In majority election, one vote is given for a candidate.



256 In order to be elected in the first voting, a candidate shall have the absolute majority of the
257 provided votes. If nobody receives the required majority, another voting shall be organised
258 between the two candidates who received the most votes. In this voting, the candidate which
259 received more votes shall be considered elected. If the additional voting results in a tie, a draw
260 shall resolve the vote.

261 If the first voting does not result in two candidates with the most votes, an additional voting shall
262 be organised among the candidates with the equal number of votes. If the additional voting
263 results in a tie, a draw shall resolve the vote.

264 Proportional representation: If there are two (2) or more candidates to be elected, the elections
265 shall be held with proportional representation, unless otherwise prescribed in Rules or
266 Administrative Rules. In proportional representation, the number of candidates in the desired
267 order on the ballot is at the maximum the number of elected candidates. When the result is being
268 counted, the first candidate on the ballot receives one vote, the second candidate receives half
269 (1/2) a vote, the third receives a third (1/3) of a vote, and so on, until each candidate mentioned
270 in the ballot has received votes. The number of votes received by each candidate is called the
271 comparative index. The candidates are elected in the order prescribed by the comparative
272 indexes.

273 The elections shall be held and the results shall be counted by three tellers called by the Chair at
274 the beginning of the meeting, and they shall be members of the Student Union Council.

275 Proportional and other elections, if so required, shall be held with a closed ballot. When the votes
276 are even, a draw shall decide the vote.

277 **17 Section Elections at the meetings of the Student Union Council**

278 Each member of the Student Union Council shall have one (1) vote in the meeting.

279 The voting is conducted in a manner deemed appropriate by the Chair by raising the hand, as a
280 roll call vote or with an electronic voting system. The roll call vote is conducted regardless of
281 whether the voting was conducted by raising the hand or not, if the Chair deems it necessary and
282 if a member of the Student Union Council so requests.

283 In the beginning of the roll call vote, the Chair makes the voting proposal so that the reply "yes"
284 or "no" expresses whether the person supports the proposal. After this, the representatives reply
285 "yes", "no" or "empty" in the manner in which the secretary of the meeting lists the names of the
286 representatives. The reply of each representative is entered in the minutes of the meeting.

287 In the roll call vote, a representative cannot vote after the name of the following representative is
288 called.

289 The voting is conducted with closed ballots if the majority of the members of the Student Union
290 Council so require, regardless of whether a roll call vote is requested.

291 Detailed parliamentary voting order is applied in the voting, except when it is appropriate to
292 have a similar voting order. In a detailed parliamentary voting order, two proposals are
293 juxtaposed at a time in the following order:

294 1) Draft proposal vs. suspension or return proposal



295 2) The most different proposal from the draft vs. second most different

296 3) The proposal that won the previous voting vs. second most different

297 4) The proposal that won the last change proposal voting vs. draft proposal

298 5) The proposal that won the last voting vs. completely rejecting proposal

299 Before conducting other than closed ballot, the Chair can order a test voting between the
300 proposals, which will be conducted by raising hands. If the test voting provides majority support
301 for either proposal, a regular voting can be cancelled and note the won of the proposal with
302 majority support, except when at least one representative requires counting the result of the test
303 voting. In such case, the Chair calls the tellers to count the votes provided in the test voting,
304 which will be entered in the minutes as the result of the voting.

305 **18 Section Elections or voting with closed ballot**

306 Closed ballot voting or elections utilise wither electronic voting system that maintains ballot
307 secrecy or the following procedure is followed:

308 The ballot is began by declaring an election peace, during which all but present Student Union
309 Council members, the Chair of the Student Union Council and the Secretary leave the room and
310 the doors are closed. During the election peace, the meeting room shall not be leaved and no
311 outsiders shall enter. If necessary, a roll call can be conducted to state the representative entitled
312 to vote.

313 In the beginning of the election peace, support or justification addresses may be allowed.

314 The secretary provides the ballots to the tellers who distribute one ballot for each representative.
315 The Chair explains the alternatives of the voting or the elections and their entry methods.

316 The ballots are put in the ballot box in the order in which the secretary of the meeting lists the
317 names of the representatives. The Chair, the secretary and the tellers control that each drops the
318 ballot at their turn and that no extra ballots are put in the box.

319 If disorder occurs during the election peace or it is unclear whether the right amount of ballots
320 has been dropped in the right order, the procedure may be suspended and started over. In such
321 case, new ballots will be distributed and a new roll call is conducted.

322 When it is ensured that the ballots have been dropped in the ballot box in the appropriate order,
323 the election peace is declared ended and a meeting pause is held, under which the tellers count
324 the provided votes.

325 The meeting pause ends as the tellers have been able to count the votes and the result has been
326 informed to the Chair and the secretary. The tellers may not declare the result of the voting or
327 elections to anyone before the Chair has declared it.

328 **19 Section Participation in a meeting with technological tools**

329 If the education of a degree programme organised by the University of Turku is arranged
330 elsewhere than in Finland, a person studying in the degree programme may participate in an in-
331 person meeting of the Student Union Council with technological tools.



332 Student Union Council members participate with technological tools in a Student Union Council
333 meeting, when the Chair of the Student Union Council convenes the meeting as a remote
334 meeting.

335 The Chair of the Student Union Council and the Secretary General take care of the possibility to
336 participate with technological tools. A member of the Student Union Council is responsible for
337 acquiring the necessary device, software and online connection.

338 A Chair or a member of a committee or other organ set by the Student Union Council or the
339 Executive Board can participate in a meeting of the committee with technological tools upon the
340 discretion of the committee or organ.

341

342 **20 Section Deviation from the rules of procedure of the Student Union Council**

343 If a need to deviate from the rules of procedure arises in a meeting of the Student Union Council,
344 the matter can be decided as a procedural matter with a two-thirds (2/3) qualified majority.
345



346 **Chapter II: Rules of Procedure of the Executive Board**

347 **21 Section Meeting times**

348 In addition to regular meeting times, the Executive Board convenes, when the Chair of the
349 Executive Board deems it necessary or when at least two (2) members of the Executive Board
350 request is separately for the discussion of the informed matter.

351 **22 Section Convening the Executive Board**

352 The Executive Board shall be convened by submitting the agenda electronically for each member
353 of the Executive Board, the Chair and Vice-Chair of the Student Union Council, the Chair of the
354 Financial Board and the employees of the Student Union at the latest Board Meeting agenda the
355 day before the meeting. At the same time, the agenda shall be informed for the Student Union
356 Council.

357 Other than regular meetings of the Executive Board shall be convened by submitting the agenda
358 electronically so that it will be received at the latest two (2) days before the meeting.

359 The Executive Board Members can participate with IT tools in the Executive Board meeting,
360 when the Chair of the Executive Board convenes the meeting as a remote meeting.

361 **23 Section Compilation of the agenda**

362 The agenda of the Executive Board shall include the proposals made by the members of the
363 Executive Board, the committees, the wings, and the employees of the Student Union concerning
364 their respective fields of operation.

365 The Executive Board cannot discuss matters not entered on the agenda, unless the urgency of the
366 matter so requires. In such case, the Executive Board shall approve the matter unanimously and
367 justify the procedure for the Student Union Council afterwards.

368 The Secretary General or an employee ordered by them shall compile the agenda and be
369 responsible for ensuring that the proposals are in accordance with the provisions and the rules,
370 administrative rules and regulations of the Student Union.

371 Upon discretion, the Chair of the Executive Board is entitled to change draft decisions or remove
372 items from the agenda. However, the Chair is not entitled to remove such items from the agenda
373 as provided in Section 22:2 of the rules.

374 **24 Section Presence**

375 Each member of the Executive Board, who is prevented from arriving in the meeting, is obligated
376 to inform it in advance in the manner ordered by the Executive Board.

377 For absence and late arrival and not reporting a prevention, a meeting sanction system
378 separately ordered by the Executive Board shall be followed.

379 In the minutes of the meeting, the present members and the members that informed a
380 prevention shall be listed.



381 **25 Section Disqualification of an Executive Board member**

382 An Executive Board Member is disqualified from participating in decision-making that concerns
383 a legal act in which the Member is a party, or if they can expect essential interest therefrom and
384 the interests of them and the Student Union may conflict.

385 When deciding on a matter concerning the use of public power, the rules on disqualification of
386 the Administrative Procedure Act.

387 A meeting of the Executive Board shall decide on the disqualification of a Chair, member and
388 rapporteur. The Chair, member or rapporteur of the Executive Board shall be able to participate
389 in the debate disqualified only if the organ would not otherwise constitute a quorum or if they
390 could not find a competent person without significant delay.

391 **26 Section Right to speak and right of attendance**

392 The Chair and Vice-Chair of the Student Union Council, employees of the Student Union, one
393 representative of each Student Union Council group and the Chairs of the committees and
394 boards as well as persons that the Executive Board has separately permitted, shall have the right
395 to speak and the right of attendance in the meetings of the Executive Board.

396 In the meetings of the Executive Board, the matters shall be presented by the Executive Board
397 Member that has prepared the matter or the employee ordered by them.

398 **27 Section Minutes**

399 The Secretary General of the Student Union or the Student Union employee invited by the
400 Secretary General or the Chair of the meeting, or a Member of the Executive Board shall draft the
401 minutes of the meeting of the Executive Board, in which all the made proposals, conducted
402 votes, most important opinions expressed by the Executive Board Members or other people with
403 the right to speak and the right of attendance in the meeting, and made decisions shall be
404 entered.

405 The minutes shall be signed by the Chair, the secretary of the meeting, the Secretary General and
406 one elected scrutiniser of the minutes. The minutes can also be immediately scrutinised in the
407 same meeting either fully or partly, if necessary.

408 **28 Section List of decisions**

409 The decision lists of the meetings of the Executive Board shall be published on the website of the
410 Student Union and on the official bulletin board of the Student Union at least one (1) week after
411 the meeting. The stated decision lists shall be kept on display for at least two (2) weeks.

412 **29 Section Shelving and returning to preparation**

413 A matter discussed for the first time in the Executive Board shall be shelved if at least one (1)
414 member of the Executive Board so requires. The Executive Board shall decide on the reshelving
415 of a matter.

416 A shelved matter shall be discussed in the following meeting in its original form.



417 The Executive Board can decide to return the matter to the party that prepared it. Alongside the
418 decision, the Executive Board may provide guidance on how the matter should be further
419 processed and when it shall be discussed in the meeting again.

420 **30 Section Voting at the meetings of the Executive Board**

421 In addition to the draft proposal, if there are one or more supported draft decisions or in case of
422 no draft proposal but several draft decision, the matter shall be decided by voting. The Chair
423 shall draft the voting proposals so that they can be answered either "yes" or "no".

424 The proposal for which an absolute majority of votes have been provided, will be the decision
425 unless otherwise prescribed in the Rules or the Administrative Rules. If the votes result in a tie,
426 the vote of the Chair is the decisive one.

427 Detailed parliamentary voting shall be applied in the voting, as prescribed in the Administrative
428 Rules.

429 **31 Section Elections**

430 In elections, all the proposed candidates shall be included. The elections shall be held with
431 closed ballot, if one member of the Executive Board so requires. If there is one (1) candidate to be
432 elected, the one which received the most votes shall be elected. In order to be elected in the first
433 voting, a candidate shall have the absolute majority of the provided votes. If nobody receives the
434 required majority, another voting shall be organised between the two candidates who received
435 the most votes. In this voting, the candidate which received more votes shall be considered
436 elected. If the additional voting results in a tie, a draw shall resolve the vote.

437 If the first voting does not result in two candidates with the most votes, an additional voting shall
438 be organised among the candidates with the equal number of votes. If the additional voting
439 results in a tie, a draw shall resolve the vote.

440 If there are more than one candidates to be elected in the elections, proportional elections shall
441 be held.

442 **32 Section Dissenting opinion**

443 Each member of the Executive Board that was present in the meeting is responsible for the
444 decision of the Executive Board, unless they have provided a dissenting opinion in the minutes.
445 Only such member participating in the decision-making of the Executive Board that has either
446 voted against the decision or made a contrary proposal, is entitled to present a dissenting
447 opinion. A dissenting opinion shall be noted to be entered in the minutes orally without delay. A
448 dissenting opinion can be justified in a written form in three (3) days, at the latest.

449 **33 Section Cancellation of a decision**

450 A decision made by the Executive Board cannot be cancelled during the term of the Executive
451 Board, unless more than half of all the members of the Executive Board support the cancellation.

452 **34 Section Representation in the events of the Student Union**



453 The Chairs of the Student Union and the Chair and Members of the Executive Board have the
454 right to participate cost-free in events organised by the Student Union.

455 **35 Section Review of the Rules of Procedure**

456 Each Executive Board Member is obligated to review these rules of
457 procedure before the organisational meeting and this shall be entered in the minutes of the
458 meeting of the Executive Board.

459



460

Chapter III: Committees

461 36 Section Organisation of a committee

462 The organ establishing a committee appoints the Chair of the committee. The committee shall
463 elect a Vice-Chair among its members. The secretary shall be the person elected among the
464 committee members or such employee determined by the Secretary General, who is responsible
465 for the field of the task of the committee.

466 The committee shall decide in its organisational meeting on its meetings and procedures. The
467 committee shall also convene when the Chair deems it necessary or when at least two (2)
468 members of the committee so request from the Chair.

469 The committee shall constitute a quorum when at least half of the members are present in
470 addition to the Chair or a Vice-Chair.

471 37 Section Decision-making of a committee

472 In the decision-making of a committee, provisions on the decision-making of the Executive
473 Board shall be applied.

474 38 Section Election Committee

475 Each Student Union Council group proposes one member in the Election Committee and a
476 maximum of two deputy members.

477 The task of the Election Committee is, after the application period in accordance with the
478 decision of the Executive Board of the Student Union, 1) to process applications to organs for it is
479 responsible to prepare the members under the Rules or decision of the Student Union Council or
480 Executive Board, 2) if needed, interview a number of applicants deemed necessary, 3) prepare a
481 justified proposal on those to be elected for the Student Union Council or Executive Board. For a
482 justified reason, the proposal is not necessary.

483 The Election Committee shall convene upon an invitation by the Chair or, if prevented, by the
484 Vice-Chair. The Election Committee shall decide how the invitation to a meeting shall be
485 provided for the members of the Election Committee. The first meeting shall be invited to
486 convene at least one week before the meeting.

487 Minutes shall be drafted on the meeting of the Election Committee. The Secretary General
488 appoints an employee of the Student Union for a secretary of each meeting based on the issue to
489 be discussed in the Election Committee.

490 The Election Committee constitutes a quorum when at least three (3) members of the Election
491 Committee, including the Chair or the Vice-Chair, are present.

492 Each member of the Election Committee shall have one vote. The proposals for the positions to
493 be filled shall be made among the persons that applied for the position.

494 39 Section Financial Board

495 The Financial Secretary of the Student Union shall serve as the secretary of the Board.



496 The Chairs of the Student Union Council and the Executive Board as well as the Secretary
497 General shall have a right of attendance and right to speak at the Board meetings. The Financial
498 Board shall constitute a quorum when the Chair or a Vice-Chair and at least half of the other
499 members are present. The Student Union Council shall elect a new member to replace a resigned
500 or prevented member until the end of the Board's term.

501 The Financial Board shall decide upon meetings so that it may convene within two (2) days from
502 the invitation, if necessary. The invitation shall also be provided for the Chairs of the Student
503 Union Council and the Executive Board as well as for the Secretary General.

504



505

Chapter IV: Employees of the Student Union

506 40 Section Establishment and doing away with a post

507 The Student Union Council decides on the establishing and doing away with the Secretary
508 General and the Editor-in-Chief.

509 The Executive Board decides on the number of permanent employees and of project employees
510 within the limits of the budget.

511 The Secretary General decides on the establishment of minor posts within the limits of the
512 budget.

513 41 Section Filling open vacancies

514 The Student Union Council fills the posts of the Secretary General and the Editor-in-Chief of
515 Turku Student Newspaper. However, the Executive Board elects an acting employee for either
516 posts for the maximum of three months.

517 The Secretary General may employ people for jobs with minor costs within the limits of the
518 budget, unless the Chair of the Executive Board considers that the matter requires a decision of
519 the Executive Board.

520 The Board of Turku Student Newspaper fills the positions of the employees in the newspaper,
521 excluding the post of the Editor-in-Chief.

522 The Executive Board fills the other permanent positions.

523 The open posts filled by the Student Union Council or the Executive Board must be declared
524 open. They shall declare a search for at least ten (10) and at a maximum of thirty (30) days. The
525 Executive Board can declare a new search or prolong the application period, if it considers this to
526 be the interest of the Student Union. If a search is declared again, the previous applications shall
527 be considered while filling the position.

528 The call must be published at least on the bulletin board of the Student Union and on its website.

529 The proposals for the positions to be filled shall be made among the persons that applied for the
530 position.

531 A person acting in a post is called for with an open search or upon the appointment of the
532 Executive Board with a justified reason.

533 The person acting in a post can be given permanent employment without an open call. The
534 decision on the permanent post is made by the Executive Board, unless filling the post is a task of
535 the Student Union Council, in which case the Student Union Council makes the decision.

536 42 Section Secondary occupation

537 A full-time employee may assume a secondary occupation, if attending it does not cause harm
538 for the Student Union. The secondary occupation must be informed in writing for the superior of
539 the employee.



540 If the superior considers the secondary occupation harmful for the Student Union, the Executive
541 Board shall decide on the permission to have a secondary occupation.

542 **43 Section Revision of the provisions in the Chapter**

543 When changing the provisions of this Chapter, the Student Union Council shall consult the
544 employees of the Student Union.

545 **Chapter V: Finances**

546 **44 Section Budget**

547 The Executive Board shall be obliged to operate in the framework of the budget approved by the
548 Student Union Council. The allocation of the budget approved by the Student Union Council can
549 only be surpassed with a particular decision of the Executive Board, and the Executive Board
550 shall inform it without delay to the Financial Board and the Chair of the Student Union Council.
551 With the decision of the Executive Board, a single allocation may be exceeded in the financial
552 term with a maximum of EUR 5,000 of the allocation approved by the Student Union Council.

553 **45 Section Management of finances**

554 The Executive Board of the Student Union manages and is responsible for the finances in
555 accordance with the aims, objectives and budget approved by the Student Union Council.

556 The Secretary General and the Financial Secretary are responsible for the management of
557 finances, and their task is:

558 – to carefully manage the finances of the Student Union and to implement the related decisions
559 of the Executive Board;

560 – to manage the securities of the Student Union;

561 – to draft and present to the Executive Board the monthly reports and other statements
562 requested by the Student Union Council and the Executive Board concerning the financial status
563 of the Student Union.

564 – in other manners operate for the benefit of the financial status of the Student Union.

565 In addition, the task of the Secretary General is:

566 – to approve the income and expense receipts and to provide payment orders for all the
567 expenses of the Student Union

568 **46 Section Expenses, income and financial administration**

569 The invoices and other obligations of the Student Union shall be approved personally by the
570 Secretary General of the Student Union with a signature or a mark, or in case prevented, a deputy
571 appointed by the Executive Board. The invoices of the Secretary General shall be approved by the
572 Chair of the Executive Board. The acceptor of the invoices shall control that the payment is due
573 to the activities of the Student Union, in accordance with the agreement, appropriate and
574 acceptable. Before approval, the invoice or payment order shall include the control mark of the



575 responsible person concerned (Executive Board Member, employee or other official) and, if
576 necessary, and appendix with a more detailed report on the invoice, payment order or travel.

577



578 **Chapter VI: Celebrations, honours, symbols, ribbons and badges**

579 **47 Section Anniversary and celebrations**

580 The Executive Board shall decide on the organisation of the celebration of the Student Union.

581 **48 Section Ribbons and badges**

582 On the bases presented in this regulation, the Student Union of the University of Turku
583 distributes ribbons and badges with the following rank order:

- 584 1. blue ribbon of honour with a gold-plated torch badge
- 585 2. blue ribbon of praise with a gold-plated torch badge
- 586 3. wing torch honour badge
- 587 4. wing torch community badge
- 588 5. Badge of the Executive Board
- 589 6. blue and white union ribbon.

590 In addition, these Administrative Rules prescribe on the flag, the miniature badge
591 and table standard of the Student Union.

592 **49 Section Flag**

593 The flag of the Student Union includes vertically a golden wing torch on a white base. It is
594 surrounded by a golden laurel wreath that is open on the top, with a grey ribbon in the lower
595 part. The open top is closed by a five-point grey star. The corners of the flag include a letter A
596 from the coat of arms of the City of Turku sewed on a white base. Inside the laurel wreath and
597 next to the coats of arms there are silver lily patterns. The border of the flag is yellow, made of
598 cilium. The top of the pole of the Student Union flag has the board ribbon of the Student Union
599 of the Turku School of Economics. The ribbon is located immediately under the top decoration,
600 flapping from the knob. The colours of the Executive Board ribbon are dark-blue and gold. The
601 Executive Board ribbon is 34 mm wide and the length is equal to the height of the flag.

602 **50 Section Use of the flag**

603 The flag is used in the celebrations and honours implemented by the Student Union. The flag is
604 always carried in its own pole. When the flag is carried without the cover, a flag patrol consisting
605 of two students follow the flag.

606 The order of the flag procession is: national flag; European flag; Student Union flag, Student
607 Nation flags, the flags of the Student Union of the Turku School of Economics and of the Faculty
608 organisations; organisational flags; other flags. The internal order of the flag classes is
609 determined by the year of establishment of the organisations.

610 The flag honours the head of state, the Finnish flag, the national anthem and the diseased when
611 it is slowly lowered on a 45-degree angle and immediately lifted up after that. The flag also
612 honours the Isänmaan kasvot (Face of the Fatherland) song.

613 The Secretary General is responsible for the storage and maintenance of the flag. The flag is
614 stored protected in the premises of the Student Union.



615 The flag bearer and the flag patrol always wear a student cap, in addition, the flag
616 patrol wears the herald ribbon of the Student Union.

617 **51 Section Union ribbon**

618 The union ribbon is a 30 mm wide blue and white ribbon with three blue and two white stripes in
619 the following order: 2 mm wide blue stripe, 9 mm wide white stripe, 15 mm wide blue stripe, 2
620 mm wide white stripe, and 2 mm wide blue stripe.

621 All the regular members of the Executive Board and the Student Union Council and the
622 employees of the Student Union are entitled to bear the Student Union ribbon.

623 Upon discretion, the Honour Committee can also provide the Student Union ribbon for other
624 members of the Student Union and also persons not part of the Student Union, who have
625 actively participated in the activities of the Student Union or are otherwise close to the Student
626 Union.

627 The ribbon of the Student Union is worn from the right shoulder over the breast on the slant to
628 the left, the wide white stripe above, or as a rosette in the left lapel. The ribbon shall not touch
629 bare skin. With a full dress, the ribbon is worn under the vest.

630 A member of the Student Union shall wear the ribbon of the Student Union above the ribbons of
631 other student organisations.

632 The ribbon of the Student Union is worn in events where the ribbons of academic organisations
633 are usually worn.

634 **52 Section Ribbons of honour and praise**

635 As a recognition for former or current member or otherwise specially distinguished person, the
636 Student Union provides ribbons of honour and praise for the work done for the Student Union
637 and its objectives.

638 The dark-blue ribbon of honour is 8 mm wide and includes a gold-plated torch badge of a 6.5
639 mm diameter. The dark-blue ribbon of praise is 4 cm wide and includes a gold-plated torch
640 badge of a 3.3 cm diameter. The name of the recipient and the date shall be engraved on the
641 badge.

642 Ribbons of honour are distributed a maximum of two annually and ribbons of praise a maximum
643 of four.

644 Ribbons of honour and praise are worn similarly to the ribbon of the Student Union, but not
645 together with the Student Union ribbon. The ribbons of honour and praise are only worn in large
646 academic celebrations.

647 **53 Section Miniature badge**

648 The miniature badge is a torch badge of a 1.5 cm diameter.

649 All the members of the Student Union are entitled to wear the miniature badge of the Student
650 Union.



651 The miniature badge can be worn either on a Finnish student cap or as a breast badge.

652 **54 Section Executive Board badge**

653 The badge of the Executive Board is a wing torch badge of a 3.3 cm diameter.

654 The Chair of the Student Union Council and each member of the Executive Board are entitled to
655 wear the wing torch Executive Board badge while representing the Student Union. A permanent
656 right to wear the badge is granted on the anniversary of the Student Union.

657 The Executive Board badge can be granted, on the decision of the Executive Board, also for a
658 specially distinguished employee of the Student Union.

659 The badge is worn on a union ribbon or on the bodice of a suit on the left side.

660 **55 Section Union badge**

661 The union badge is a silver torch wing badge with a diameter of 1.7 cm on the ribbon of the
662 Student Union.

663 For a person that has actively participated in the activities of the Student Union or its
664 organisation, the Student Union may provide as a recognition a wing torch union badge to be
665 attached to the Student Union ribbon. The Honour Committee may hear organisations while
666 granting union badges.

667 A maximum of twenty-four pieces of union badges are granted annually.

668 The badge is carried on the union ribbon. If the Executive Board badge is also desired on the
669 ribbon, it should be placed below the union badge.

670 **56 Section Badge of praise**

671 The badge of praise is a silver torch wing badge with a diameter of 1.7 cm on the ribbon of the
672 Student Union.

673 For a person that has actively participated in the activities of the Student Union or its sub-
674 organisation, the Student Union may provide as a recognition a wing torch badge of praise to be
675 attached to the Student Union ribbon.

676 A maximum of twelve pieces of badges of praise are granted annually.

677 The badge of praise is only worn on the ribbon of the Student Union. If the Executive Board
678 badge is also desired on the ribbon, it should be placed below the badge of praise.

679 **57 Section Table standard**

680 The Student Union table standard includes a golden wing torch on top of the Student Union
681 ribbon going from left up to down right on a white base. The wing torch is in the centre of the
682 base.

683 The table standard of the Student Union may be provided for a reference group important for the
684 Student Union or for a specially distinguished person that has worked for the benefit of the aims



685 of the Student Union. The Honour Committee or the Executive Board shall decide on granting
686 the table standard.

687 **58 Section Special provisions**

688 The models of each ribbons and badges are stored in the archives of the Student Union.

689 The Secretary General of the Student Union keeps a list of the receivers of the ribbons of honour
690 and praise and the badges of praise and union badges.

691 The right to wear the ribbons and badges is permanent and remains after the person has
692 resigned from the Student Union.

693 The praises gained in the Student Union of Turku School of Economics are taken into account
694 when granting marks of honour of the Student Union of the University of Turku. The marks of
695 honour of Turku School of Economics and their receivers are in an equal position with the
696 honours of the Student Union of the University of Turku and their receivers. The right to wear
697 the ribbons and badges of the Student Union of the Turku School of Economics are permanent.

698



699

Chapter VII: Amending the Administrative Rules

700

59 Section Procedure

701

The Student Union Council decides on amending these Administrative Rules with an absolute majority.

702

703

Amendments can only be made in the provisions of the Rules mentioned in the invitation to the meeting. Section that is not mentioned in the invitation can be discussed by declaring it urgent with a two thirds (2/3) majority.

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705