



REGULATION ON SUB-ORGANISATIONS, FINANCIAL SUPPORT AND SUPPORT COMMITTEE

Student Union Council decision 28 Oct 2009, 27 Jan 2010, 29 Sep 2010, 23 Nov 2011, 21 Nov 2012, 27 Nov 2013, 29 Oct 2014, and 27 Jan 2016.

For the purposes of this regulation, faculty organisations refer to faculties' parent organisations and to the Association of economics students in Turku. Sub-organisations are currently termed 'järjestö', 'organisation', in Finnish.

Chapter I Sub-organisation status

Section 1 General information

The rights and duties specified in this regulation apply to sub-organisations under TYY.

Section 2 Basis of sub-organisation status

An organisation of which a majority consists of members of TYY may be granted a sub-organisation status on application. For an especially weighty reason, the Executive Board may grant an organisation of which less than half are TYY members a sub-organisation status.

Sub-organisation status may be granted if at least ten members of the organisation are members of TYY. This does not apply to organisations without human members. In a special case and for a weighty reason, the Executive Board may grant an organisation with less than ten members of TYY a sub-organisation status.

The activities of the sub-organisation shall be directed at the members of the Student Union and promote their intellectual, social and societal aims.

In all their activities, sub-organisations shall observe individual rights and TYY's aims concerning equality. The sub-organisation shall be entered into the register of associations or be in the

process of registration.

Section 3 Granting of sub-organisation status

The Executive Board of the Student Union shall grant the sub-organisation status. Applications shall be dealt with twice a year, before the end of January and before the end of September. The applications shall be submitted to TYY at the latest by 15 December and by the end of August.

Sub-organisation status is applied with a form available at TYY. The application shall reveal the contact details of the organisation, list of organisations' officials, people authorised to sign for the organisation in the year in question, number of members in the organisation and the share of TYY members. The approved rules of the organisation and the latest confirmed plan of action shall be submitted with the application.

If the organisation is in the process of registration, it shall present, with the application for the sub-organisation status, verification on the submittal of registration documents to the authorities.

Section 4 Sub-organisations' rights

Sub-organisations have the right to make proposals for the Student Union Council, to apply for activity and project support from the Student Union, to employ the organisational information column of the Turku Student Newspaper and to utilise the services provided by TYY for its sub-organisations.

TYY's sub-organisations have the right to operate and to receive services both in Finnish and in English.

The organisations may apply for activity support in the following calendar year after being approved as a sub-organisation.

Section 5 Sub-organisations' duties

Sub-organisations shall fill and submit TYY's sub-organisation declaration form yearly by 15 December.



The declaration shall reveal the contact details of the organisation, list of organisation's officials, people authorised to sign for the organisation in the year in question, number of members in the organisation and the share of TYY members.

In the declaration, sub-organisations may apply for the basic amount of the activity support, as defined in Section 10(2), to be paid in advance. In such case, the plan of action for the term in question and the budget for the financial year shall be submitted with the declaration.

Sub-organisations shall yearly submit to TYY the approved annual report of the precedent term and the financial statement. If the rules of a sub-organisation change, the organisation shall immediately submit the new rules to TYY.

Section 6 List of sub-organisations

The Executive Board yearly confirms the list of TYY's sub-organisations, in the end of January and in the end of September. The sub-organisation status of sub-organisations, which have not submitted their sub-organisation declaration with the obligatory appendices within the time limit, and have been provided with the opportunity to be heard by the Executive Board, can be refused. The Executive Board shall define whether a sub-organisation is a subject-specific organisation, umbrella faculty organisation or other organisation.

Section 7 Refusal of sub-organisation status

If the membership structure of the sub-organisation changes significantly so that the conditions specified in Section 2 are not fulfilled or if the organisation provides incorrect information while applying for activity or project support with an obvious intention of gain or is guilty of violations defined in Section 38 of the Election Order, the Executive Board may suspend the granted financial support or refuse the sub-organisation status and remove the organisation from the list of sub-organisations.

In addition, the sub-organisation status may be refused for a reason specified in Section 6 and in a case where the sub-organisation neglects the duties specified in Section 5.

Section II Support Committee

Section 8 Members

The Support Committee includes Chair and six to ten (6-10) ordinary members among the members of the Student Union. A Member of the Executive Board of the Student Union shall serve as the Chair of the Committee. The Committee shall elect a Vice-Chair among its members. The Chairs of the Student Union Council and the Executive Board as well as the Secretary General and the Specialist for Student Organisations shall have a right of attendance and right to speak at the Committee meetings. The Committee shall constitute a quorum when the Chair or a Vice-Chair and at least half of the members of the Support Committee are present. The Executive Board shall elect a new member to replace a resigned or prevented member until the end of the Committee's term. The term of the Committee lasts one calendar year. The Committee shall be elected in the January meeting of the Student Union Council. An open search for the Committee shall be organised, based on which the Election Committee shall draft a proposal for the Student Union Council.

9 § Tasks of the Support Committee

The tasks of the Committee consist of the following items:

- 1) To prepare the specific point criteria in accordance with the sections specified in Section 11 and their subsections;
- 2) To provide points for applications for activity support;
- 3) To prepare the other financial aid decisions delegated by the Student Union Council for the Committee;
- 4) To ensure sufficient documentation and reporting on its activities to the Student Union Council;



5) To manage the planning and execution of the training of the following Committee; and

6) To establish sub-divisions or temporary working groups, if needed.

Financial Aid

Section 10 Activity support

The Student Union of the University of Turku may grant its sub-organisations, upon application, yearly activity support intended to encourage organisations to be active. The organisation applying for activity support shall include at least ten TYY members, excluding organisations with no human members.

Organisations may apply for advance support, which amounts to the basic amount of the activity support, with the sub-organisation declaration. The advance support shall be paid to the account of the sub-organisation after the list of sub-organisations provided in Section 6 is confirmed.

Activity support shall be applied with TYY's activity support form. The applications shall be submitted to TYY by the end of March. With the application, the sub-organisation's plan of action and budget for the year of application as well as the annual report and financial statement of the previously ended financial year shall be submitted, if the organisation has not previously submitted them to TYY. Late activity support applications shall not be dealt with. For a justified and acceptable reason, extension time for supplementing the application may be granted until 14 April. Application for extension shall be submitted to TYY Office Secretary by the end of March in a written paper format. Notification on the granting of the extension shall be provided for the sub-organisation applying for it.

If the continuation of an organisation's activities is dependent on TYY's activity support, the Executive Board may grant activity support in reduced form for the organisation after the deadline. If the

inadequacy of the activity support application of an organisation is due to a technical error attributable to TYY, the organisation shall be provided with a notification of a possibility to correct or supplement the application.

If an organisation does not realise or promote the aims of sub-organisations provided in Section 2, the activity support can be rejected. Each sub-organisation that has applied activity support in an acceptable manner shall be entitled to the basic amount of the activity support, which shall be larger for subject-specific and faculty organisations than for other sub-organisations. The application shall be accepted only if it has been submitted in time with all the obligatory appendices.

In addition to activity support, sub-organisations of filial campuses shall be financially supported with a separate support.

Activity support shall not be granted for party-political sub-organisations.

Due to obscurities or offences concerning sub-organisation's finances, administration or activities, the Executive Board may decide that activity support shall not be granted before the correction of the obscurities. Granted activity support shall be paid on the account of the sub-organisation by one or several instalments. Already paid basic amount shall be deduced from the first instalment.

Section 11 Applications' point system

Activity support granted for sub-organisations shall consist of the basic amount granted for all subject-specific and faculty organisations and of the additional amount granted based on points provided for organisational activities. The value of a point is determined by the quotient of available activity support budget and the sum of all distributed points. The Student Union Council shall set the basic amount with the approval of the budget. If the financial surplus of a sub-organisations equals or is larger the aid that can be granted to the organisation multiplied by three, the additional amount of activity support shall be reduced by 60 per cent. If the financial surplus of the sub-



organisation equals or is larger than the amount of support that can be granted to the organisation multiplied by six, the additional amount of activity support shall not be granted.

The activities of the sub-organisations shall be observed in three sectors outlined below. The Support Committee dealing with activity support shall evaluate the activities of other sub-organisations based on applications and appendices and provide points for each sector based on the evaluation. When evaluating the activities, both realised and planned activities shall be considered.

If the organisation updates its list of members according to the Associations Act, the organisation shall be provided with additional points based on how many TYY members it includes.

Study affairs

- Activities related to academic affairs
- National cooperation
- Study-supporting activities

General organisational activities

- Communication
- Finances and fund-raising
- Continuity of the activities and alumni activities
- Participation at training events
- Consideration of environmental issues
- Cooperation with other sub-organisations
- Observation of TYY's Equality Programme
- Internationality

Leisure

- Events
- Culture
- Exercise
- Other well-being

Section 12 Project support

The Student Union of the University of Turku may grant project support upon application. The project support granted for the sub-organisations are intended to encourage sub-organisations to develop activities and to support projects that are significant for the sub-organisations.

Project support may also be granted for other groups on the same grounds as for sub-organisations, if the group consists of at least one (1) member of TYY.

Project support application may be submitted at any time before the realisation of the project. Project support shall also be granted for establishing a subject-specific or faculty organisation. The Executive Board shall deal with the applications submitted by the end of February, April and September and by 15 November in three weeks after these time limits.

Project support shall be applied with TYY's project support form. The budget of the entire project shall be submitted with the project support application. In addition, the budget and plan of action of the organisation shall also be appended to the application, if the organisation has not previously submitted them to TYY.

Support may be granted for a sub-organisation's or other group's project or activity, which is one-time or organised for the first time. In addition, it shall be considered to the advantage of the applicant if the project or activity

- Is innovative.
- Significantly improves the operational preconditions of the organisation.
- Supports TYY's activities or aims.
- Improves the societal status of students.



- Improves the study preconditions of students.
- Improves the well-being of students.
- Enables accessible and equal participation.
- Covers TYY's members widely.
- Promotes the visibility of the sub-organisation outside its members or TYY's visibility.
- Promotes cooperation between different parties.
- Encourages international students to participate in the event.
- Aims at minimising its environmental load.

The wealth of the organisation shall not influence the granting of the support. Other fund-raising organised for the project in question shall not decrease the support, unless it covers all project costs. Other fund-raising for the project shall be considered a merit and an expression of activity.

Support shall not be granted

- For activities regarded as normal or recurrent activities of the organisation.
- For carrying on a business or for an organisation's fund-raising.
- For activities against TYY's values.
- For events with no special programme.
- For recurrent events.
- For the publication of the organisation's paper.
- For travel expenses, accommodation or food for the members of the organisation (for example on an excursion). However, support may be granted for covering the travel expenses of a speaker or a visitor.
- For food or drink at events.

The support will be paid afterwards on the account provided by the sub-organisation or group after the receipts and reports have been presented for TYY's Specialist on Student Organisations.

Section 13 Separate support

In addition to project support, the Student Union may grant separate support. Separate support may be granted for recurrent activities which otherwise meet the criteria for project support and are especially significant. Separate support shall be applied with the same form and application schedule as project support.

Section 14 Granting financial support

The Executive Board of the Student Union shall decide on the granting of financial support. Financial Committee shall participate in the preparation of support proposals. Support decisions and their motivations shall be announced on the bulletin board of the Student Union, on the website and on the mailing list used for communication.

Section 15 Cashing of financial support

Project and separate support shall be cashed at the latest by the end of the following calendar year after the grant decision.

The Student Union Council shall decide on altering this regulation.

This regulation shall enter into force on 28 Dec 2016.