



Organisation Forum

10 December 2019

Satu Nurmi

STUDENT UNION OF THE UNIVERSITY OF TURKU

1. TYY and organisations

- The Student Union of the University of Turku (TYY)
- TYY Specialist for Organisations and Executive Board Members for Organisations
- TYY services for the organisations



The Student Union of the University of Turku

We monitor, promote and strengthen the position of students, in order to make studying at the University of Turku of high-quality, smooth and fun – the best possible.

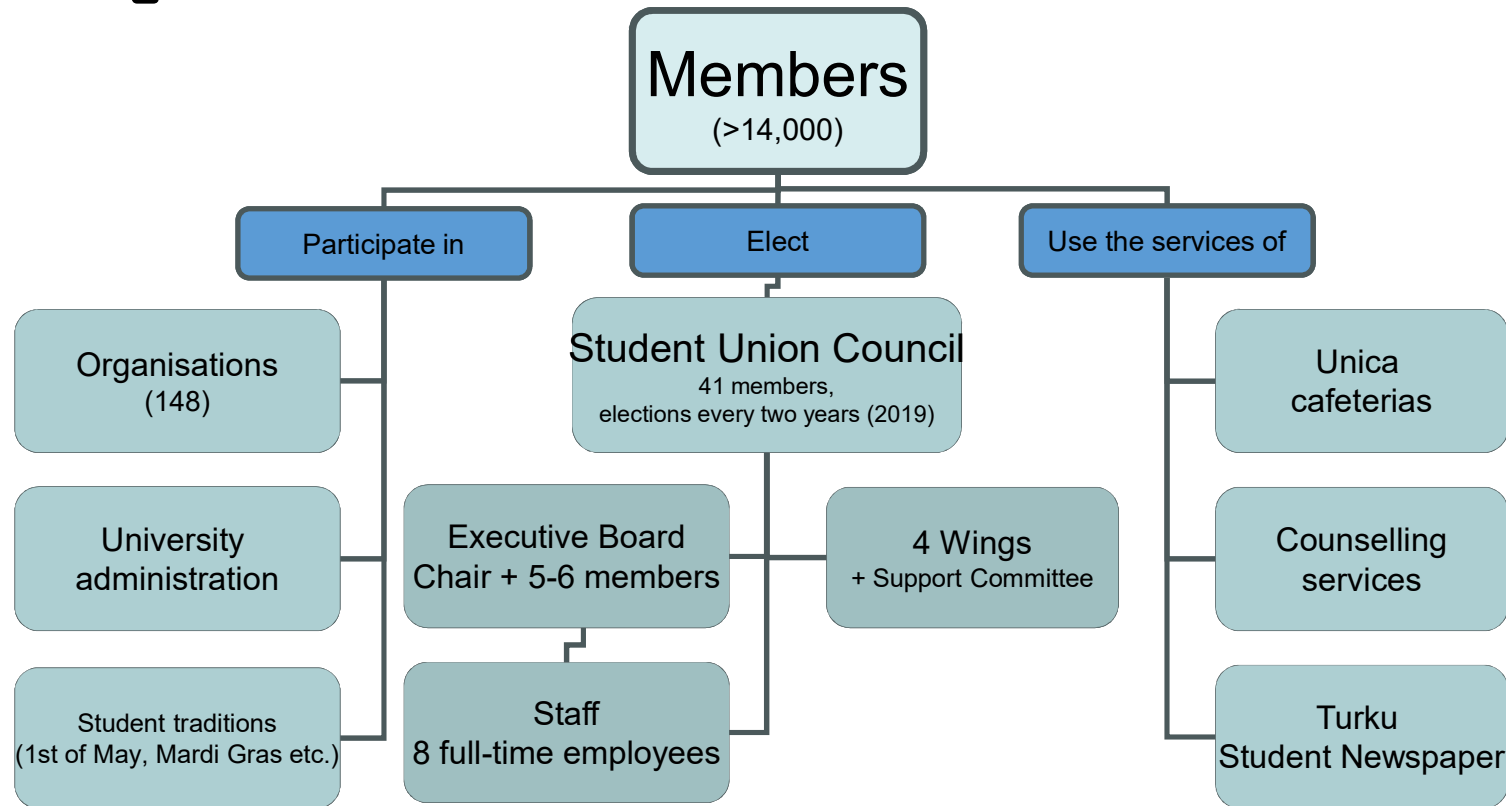


TYY's political agenda:

- **TYY organisations are the corner stone of the promotion of student interests and of the communality of the Student Union.** The operational preconditions of the organisations should be supported with multifaceted services, support and high-quality training events. Organisations should be a seamless part of the Student Union. Organisations are required to act in accordance with TYY's values.



TYT organisation



TY Y Executive Board 2020



TYY Staff

- Secretary General: **Petra Peltonen**
- Specialist for Academic Affairs: **Joni Kajander**
- Specialist for Social Affairs: **Ville Ritola**
- Specialist for International Affairs: **Satu Nurmi**
- Specialist for Organisations and Administration: **Lauri Lahoniitty**
- Communication Officer: **Frida Pessi**
- Event Producer: **Aino Pohjanvirta**
- Financial Secretary: **Tuulikki Grönholm**
- Office Secretary: **Pirjo Saarni**
- Student Secretary: **Jenni Laaksonen**(Rauma)
- Editor-in-Chief of Turku Student Newspaper: **Teemu Perhiö**
- Journalists: **Vy Tram, Miika Tiainen**



Services for the organisations

- Trainings and peer councils
- Consultation Services
 - Specialist for Organisations and Administration **Lauri Lahoniitty**
tyy-jarjestoasiantuntija@utu.fi, tel. 044 796 1065
 - Executive Board Member responsible for Organisations: tyy-jarjestot@utu.fi
 - Other staff (Secretary General, Specialists for Academic Affairs, Social Affairs, Finances, International Affairs, Office Secretary)
 - Legal Counsellor and Legal Aid Committee



Services for the organisations

- www.tyy.fi
 - A separate section for organisations <https://www.tyy.fi/en/sub-organisations/services-sub-organisations>
 - Events calendar
 - Updating organisational information, support calls, organisation announcement
- TYYali, reaches ca. 5,000 members, TYY International newsletter (in English)



Services for the organisations

- Financial support
 - Activity support (75,700 €)
 - Project support (5,000 €)
 - Separate support (2,000 €)
 - Universitas Turku
- Premises
 - Q House, Turku hall and TYY sauna
(Student Nations hall can be rented from TYY Office)
Campus chapel also available for organisations, mia.pusa@evl.fi)
 - Office premises



Services for the organisations

- Items to be rented and borrowed
 - Tyyma dishes (max. 80 persons)
 - Sound system
 - Anniversary celebration gear
 - Lamination machine
 - Video projector
 - Season pass to the City outdoor storage (tents, field kitchens etc.)
 - Megaphone
 - Badge machine
 - Bike repair set



Other services for the organisations

- University
 - Lecture halls
 - varaukset@utu.fi
 - IT services
 - mailing lists
 - disk space for www pages
 - online data storage



2. ABC for organisational actors

- Basics of organisational activities
 1. Organisation
 2. Rules and other documents
 3. Organisation meetings
 4. Board
 5. Meetings and other activities of the Board members
 6. TYY Organisation year



Training material

- Training material is available at TYY website:
tyy.fi/fi/jarjestoille/koulutusmateriaalit



TYT organisations

- A total of 148 organisations
 - subject-specific organisations
 - Student Nations
 - other different organisations
 - sports, culture, political, religious, other



2.1. Association

- Association is a union of people
 - (at least 3 persons)
- Established to manage an issue together
- Can be registered or not registered
 - Only registered associations can be TYY organisations



Registered and not-registered associations

- Registered (ry)
 - is a legal person
 - can make commitments
 - members are not personally responsible
 - entered in register of the National Board of Patents and Registration (PRH)
 - The change of procura must be informed to PRH
 - Rules checked by PRH

-> suitable for long-term activities
- Not-registered
 - is not a legal person
 - cannot make commitments
 - members are responsible for all activities in which they are involved or deciding
 - authorities do not control or register

-> suitable for short-term activities with no money involved
(e.g. Student Union Council groups can be such)



2.2. Provisions and documents concerning organisations

- Acts:
 - Associations Act
 - Accounting Act and Decree
 - Personal Data Act
 - other acts (including provisions concerning public events and alcohol legislation)
- Rules of the association
 - Specifies legally required rules
 - Checked in PRH
 - Changes have to be approved in an organisation meeting, PRH and the new rules must be submitted to TYY



2.2. Provisions and documents concerning organisations

- Decisions of the organisation
 - are made in a meeting of the organisation
 - the organisation can freely decide on its activities within the framework of acts and decrees
- General practices of organisational activities
 - Established and tested practices of organisational activities
 - Meeting practices, minutes, terminology
 - These are followed unless decided otherwise



The most important guidelines for organisations

- Rules
 - Plan of action
 - Budget
 - Other statements of organisational meetings
 - Statements of the Board
- > Read and learn them carefully!



Rules

- Available for all Board members and organisation members.
- Describe the rules of the operation: (at least the following)
 - name and address of the organisation
 - **purpose and forms of activity of the organisation**
 - issues related to membership fee
 - term of the Board and of the auditors of the accounts/activities and financial period
 - issues related to financial statements and discharge from liability
 - what to do if the organisation is dissolved or abolished
- In other issues, the Associations Act and general practices of organisational activities are followed



Plan of action

- obligates
 - it is the task of the Board to make sure that issues in the plan of action are implemented
- authorises
 - provides the Executive Board with the right to make all needed efforts to implement the plan



Budget

- describes how much money the association spends during a year, where the money is spent and how the costs are covered
- authorises the Board to spend the money recorded in the budget for carrying out organisational activities
- treasurer keeps a record of the use of money
 - a board decision is necessary for all costs
 - a document i.e. a receipt is necessary for all costs



2.3. Meetings in the organisation

- Organisation meetings
 - Regular meetings (annual meeting or autumn and spring meeting)
 - Additional meetings
 - For big issues: usually for changing the rules or discharging the Board. The rules prescribe who can convene meetings and how.
- Board meetings
 - The Board convenes to decide on implementation. Usually the Board agrees on working methods within the Board.



Spring meeting

- Financial statement is approved
- Annual report is approved
- Discharge from liability for accounts is granted for the previous Board



Autumn meeting

- Documents steering the following year are approved: plan of action and budget
- A new Board is elected to implement the plan of action and budget
- Auditors of the activities or accounts are elected



Who decides in an organisation?

- Organisational meeting is the boss
 - members (i.e. organisation) convene to decide on organisational issues
 - approves the lines of the activities (plan of action and budget)
 - elects the Board to implement the decisions
 - dissolves the Board if needed
 - discharges the Board from liability
 - decides on the rules and practices of the organisation as well as other major issues



Who decides in an organisation?

- The Board is (only) an executive organ
 - implements the decisions of the meetings of the organisation
 - is responsible for its activities and decisions towards the meeting of the organisation



2.4. Board

- Tasks of the Board
- Competences of the Board
- Responsibility of the Board
- Division of responsibility in the Board



Tasks of the Board

1. Taking care of the running issues of the organisation
 - Invoices, mailing lists, preparation of organisational meetings as well as other basic routines
2. Representation of the organisation
 - University Institute, TYY, colleague organisations, authorities etc.
 - receiving messages and responding to them
 - talking with the voice of the organisation



Tasks of the Board

3. Implementing the decisions made in the meetings of the organisation
4. Reacting to changing situations
 - launching a new project, not implementing an old one
 - if needed, an additional meeting of the organisation can be convened



Competences of the Board

- Plan of action and budget as well as other decisions made in the meetings of the organisation provide the Board with the competence (and limits) for action.
- Can work contrary to the above if the circumstances change considerably
- If needed, a new meeting of the organisation convened



Responsibility of the Board

- political
 - must enjoy the trust of the members
 - legal
 - if the Board decides to do something illegal in the name of the organisation, the board members are responsible
 - only a dissenting opinion recorded in the minutes discharges from liability
 - economic
 - a Board member is responsible for compensating the damage caused by the member deliberately or out of negligence to the organisation.
- The Board is discharged from liability (only) in the spring meeting when the financial statement is approved.



Board members and elected officials

- Legal:
 - Chair (representation, development and responsibility of the organisation: agenda, meetings, implementation, joint spirit)
 - Vice-Chair (pair of the Chair)
 - Treasurer (bookkeeping, financial flows, information and control)
 - Secretary (minutes, internal communication, list of members, post and archives)
- other areas of responsibility
 - persons responsible for academic affairs, communication, parties, sports, well-being...
- elected officials (often mentioned in the rules or decided in organisational meetings)
- Other responsibilities besides those decided in the meeting of the organisation can be changed throughout the year!



2.5. Meetings and other activities of the Board members

- Meetings form the basis of the activities of the Board
- Between the meetings, the Board members implement the issues decided in the meeting
- Meetings can be preceded by other encounters, which are warmly recommended, since meetings are intended for mainly deciding issues.



Meetings of the Board

- The meeting is intended for deciding issues
 - Prepare carefully for the meeting, read the agenda, prepare your issues and presentations
- Agenda forms the structure of the meeting
 - usually submitted with the invitation to the meeting
- It is the responsibility of the Chair to give the floor to speakers and formulate decision proposals
- Addresses are used in meetings – learn how to use them:
 - Factual addresses, comments, responses and procedural addresses



Agenda forms the structure of the meeting

1. Opening of the meeting
2. Legality and quorum
3. Election of scrutinisers of the minutes / Scrutiny of the minutes
4. Approval of the agenda
5. Announcements
6. Issues to be decided
7. Other business
8. Time of the following meeting
9. Closing of the meeting



Discussing items of the agenda

1. Presentation of the matter
 2. Debate
 3. Decision-making
- Chair formulates a decision
 - Secretary records the decisions in the minutes



Addresses

- Factual addresses
 - See normal address
- Comments
 - Short comments or specifications to the factual address
- Responses
 - Responds to a question presented in the factual address
- Procedural address
 - address related to the flow of the meeting
 - must be granted immediately



Procedural address

- Can e.g.
 - Propose a pause in the meeting, shelving an issue or changing the order of discussion
 - Notify an error, illegality or actions contrary to rules
 - Question a decision made by the Chair
 - Suggest returning to the matter if the debate has derailed
 - Announce an important issue



Alternatives in a decision

- An issue is approved in accordance with the proposal
- An issue is approved with changes
- An issue is rejected
- An issue is returned to preparation
- An issue is shelved



Voting

- Nothing to be afraid of, normal organisational democracy
 1. Chair declares the proposals
 2. Chair proposes the voting order
 3. Chair proposes the voting manner-> Vote
 4. Chair declares the result of the vote
 5. Chair declares the winning proposal as the decision



Legal protection of a Board member

- Dissenting opinion:
 - If a Board member deems a decision illegal or against the rules and principles of the organisation, made in an incorrect order or outside the competence of the Board, the member may issue a dissenting opinion.
-> discharged from liability
- Disqualification:
 - A Board member should recuse oneself in decisions related to the member or people close to her/him



2.6. Year of a TYY organisation -1/2

January

- Approval of the list of organisations (TYY)
- Change announcement to the association register (PRH)
- Drafting the financial statement
- Drafting the annual plan

February

- First search for TYY project support
- Auditing the accounts/activities
- Invitation to spring meeting
- Training of Treasurers
- Anniversary of the merge
- Search for Universitas Turku support

March

- Fastlaskiainen (Mardi Gras)
- End of the search for TYY activity support
- Spring meeting of the organisation

April

- Second search for TYY project support
- First of May celebration

May

- First of May continues
- Activity support is paid



2.6. Year of a TYY organisation -2/2

September

- Third search for TYY project support
- New students
- TYY opening charnival and TYYlikäs avaus

October

- Planning activity and budget for the following year
- Recruiting new actors and auditors
- Invitation to the autumn meeting

November

- Fourth search for TYY project support
- Drafting the plan of action and budget
- Autumn meeting of the organisation
- Porthan's Day 9 Nov
- TYY Anniversary Celebration 9 Nov
- Student Union Council elections (every other year)

December

- Drafting a "testament" to the followers
- Independence Day torch procession on 6 Dec
- Organisation announcement to TYY
- Second training for treasurers



HELP?!

- Chair of the organisation and other actors, previous Board members
- Specialist for Organisations:
 - tyy-jarjestoasiantuntija@utu.fi
- Executive Board member responsible for organisations
 - Tyy-jarjestot@utu.fi

