

# Rules of the National Union of Students in Finnish Universities of Applied Sciences – SAMOK

## CHAPTER I

### GENERAL PROVISIONS

#### Section 1

The name of the association is National Union of Students in Finnish Universities of Applied Sciences – SAMOK (in Finnish: *Suomen opiskelijakuntien liitto – SAMOK ry*, in Swedish: *Finlands studerandekårens förbund – SAMOK rf*). The association's domicile is Helsinki. In these Rules, the association is referred to as “the Union”.

#### Section 2

The purpose of the Union is to act as a national interest organisation for students of universities of applied sciences and, as a central organisation for student associations formed by students of universities of applied sciences, to promote and pursue the general and common interests and rights of students of universities of applied sciences, particularly with regard to issues related to educational and social policy. To achieve its purpose, the Union organises meetings, seminars, trainings and discussions and engages in information, publication and publishing activities.

#### Section 3

The association may include full, honorary and supporting members. Decisions on the approval of Union members are made by the Board of Directors. The Board of Directors may approve as a full member a student association within the meaning of the Universities of Applied Sciences Act (932/2014), or a comparable association that has legal capacity and is registered as an association of an educational institution that provides university of applied sciences education operating otherwise than under the Universities of Applied Sciences Act, or a comparable association that has legal capacity and operates under statutes confirmed otherwise by a public authority. In these Rules, approved full members of the Union are referred to as “Member Organisations”.

The General Assembly may nominate as an honorary member of the Union any person or legal entity that has, through their activities or a highly remarkable act, significantly promoted the aspirations or status of Finnish students of universities of applied sciences and the Union. In order to be approved as an honorary member, the person or entity must receive at least three quarters (3/4) of the votes cast at the General Assembly. Honorary members are exempt from membership fees. Honorary members have the right to attend and speak at the General Assembly, but not the right to vote.



Private individuals, companies and communities that wish to support the Union's activities and are approved by the Board of Directors are eligible to become supporting members. A supporting member has the right to attend the General Assembly, but not the right to vote.

#### Section 4

The languages of the Union are Finnish and Swedish. The language of meetings, minutes and rules is Finnish, but minutes may be appended with statements in Swedish.

## **CHAPTER II**

### **DECISION-MAKING POWER**

#### Section 5

The decision-making power in the Union is exercised by the General Assembly.

The Member Organisations may decide unanimously on a matter falling within the remit of the General Assembly without a meeting. The decision must be made in writing, dated and signed by each Member Organisation. The written decision shall otherwise be governed by the provisions on the minutes of the General Assembly.

Member organisations may exercise their decision-making power in matters other than those referred to in section 23(1) of the Associations Act (503/1989) without a General Assembly in separate voting sessions, either by post or by means of a telecommunications connection or other technical solution. In these Rules, decision-making in separate voting sessions is referred to as a "vote by the members". More detailed provisions on votes by the members are laid down in the Voting and Election Order approved by the General Assembly.

#### Section 5a

The number of votes a Member Organisation has in the General Assembly is determined as follows: one (1) vote per each five hundred (500) paid individual members of the Member Organisation. A prerequisite for exercising the right to vote is the payment of any overdue membership fees.

A representative of a Member Organisation may cast one (1) to four (4) votes at the General Assembly in accordance with the proxy issued by the Member Organisation, taking into account the Member Organisation's total number of votes. Each representative shall have a personal proxy that indicates the number of votes and the substitute representative. A representative notified in accordance with the Rules may enrol for the General Assembly throughout its duration.

The Board of Directors may, separately for each General Assembly, decide that a representative authorised by a Member Organisation in accordance with these Rules may also participate in the General Assembly by means of a telecommunications connection or other technical solution. In these Rules, participation in the General Assembly by means of a telecommunications connection or other technical solution is referred to as "remote participation". When decisions are made in General



Assemblies that allow remote participation, the Voting and Election Order approved by the General Assembly shall be applied in addition to these Rules.

#### Section 6

Union meetings include the Annual General Assembly and Extraordinary Meetings. The General Assembly is convened by the Union Board of Directors. The notice of meeting shall be accompanied by any documents necessary for discussing the meeting agenda. Member Organisations shall notify the Board of Directors, in the manner prescribed by the Board in the notice of meeting, of the names and number of votes of the representatives and substitute representatives elected to the General Assembly no later than ten (10) days before the assembly.

#### Section 7

The Annual General Assembly is held every year in October or November. The assembly is held at a place determined by the Union Board of Directors and at a time deemed appropriate. A written invitation to the Annual General Assembly shall be sent to the members no later than twenty-one (21) days before the assembly. Advance notification of the exact date of the Annual General Assembly shall be sent to the Member Organisations by the end of August at the latest.

The Board of Directors shall convene an Extraordinary Meeting to discuss a matter notified by the Board if necessary or when so requested by at least 1/10 of the Member Organisations entitled to vote or at least three (3) Member Organisations entitled to vote. The Board of Directors must also convene an Extraordinary Meeting if so requested by a Member Organisation or Member Organisations entitled to vote whose combined number of individual members is more than one tenth (1/10) of the total number of individual members in the Union's Member Organisations. The requests and their justifications shall be presented to the Board of Directors in writing.

A written invitation to an Extraordinary Meeting shall be sent to the members no later than fourteen (14) days after the request has been received by the Union Board of Directors. The assembly shall be held no later than one (1) month after sending the notice of meeting. The General Assembly may order an Extraordinary Meeting to be held at a time decided by the General Assembly for the consideration of a matter announced by the General Assembly, in which case a written notice of meeting shall be sent to the members no later than twenty-one (21) days before the meeting. When the Board of Directors convenes an Extraordinary Meeting, the period and method of convening the meeting conform to what is stated above.

#### Section 8

The President of the Union or, in their absence, the Vice President or another person appointed by the Board of Directors shall open the General Assembly and preside over the meeting until chairs have been elected for the meeting.

#### Section 9



Decisions shall be taken by simple majority, unless otherwise provided for in these Rules. When electing the President or a single Vice President of the Union, the candidate must obtain an absolute majority of the votes cast. If no candidate obtains the required absolute majority, a second vote shall be held between the two candidates with the highest number of votes. In the second vote, the candidate with the higher number of votes is deemed to have been elected. Should the second vote be a tie, the winner shall be drawn by lot.

Proportional vote is otherwise used in personal elections, in accordance with section 29(3)(3) of the Associations Act, if the number of candidates exceeds the number of positions available. Should the votes be tied in personal elections, a lot shall be drawn. When two Vice Presidents are elected, the order of substitution shall be determined by the number of votes or, in the event of a tie, by lot.

The vote shall be carried out by secret ballot if at least one tenth (1/10) of the voting representatives of the General Assembly so request. Personal elections are always held by secret ballot.

#### Section 10

The General Assembly confirms the policies and financial framework of the Union and decides on amendments to the Rules and Bylaws of the Union, on the dissolution of the Union and on other matters the General Assembly is entrusted with.

The purpose of the Annual General Assembly is to:

1. approve the Union's annual report for the previous calendar year;
2. hear the report of the Union Board of Directors on its activities since the previous General Assembly;
3. review the accounts, audit reports and performance audit reports, decide on certifying the financial statements and discharging the accountable persons;
4. decide on the amount and payment schedule of the membership fee for the following year and on the interest on late payment of the membership fee;
5. decide on the remuneration of the President, Vice President(s) and members of the Board of Directors for the following year;
6. approve the Union's action plan and budget for the following calendar year;
7. elect one (1) qualified auditor and one (1) qualified operations auditor and their personal substitutes for the following calendar year;
8. elect the President, Vice President(s) and other members of the Union Board of Directors for the following calendar year; and
9. decide on other matters proposed to the General Assembly by the Union Board of Directors and the Member Organisations. The Member Organisations can have desired items on the agenda by reporting them to the Union Office by the end of September. However, the discussion of matters not mentioned in the notice of meeting shall be postponed to the next meeting, unless the General Assembly deems the matter urgent by a majority of two thirds (2/3), taking into account the provisions of the Associations Act, section 24.



#### Section 11

Minutes of decisions are kept at Union meetings, and the minutes are signed by the chairs and secretaries of the meeting and examiners of the minutes. A copy of the action minutes shall be made available to the members. A recording of the General Assembly may be made and archived.

#### Section 12

At the General Assembly and in the working groups of the General Assembly, the President of the Union, other members of the Board of Directors and the Union's officials have the right to be present and speak. The General Assembly may also grant others the right to attend and speak.

### **CHAPTER III UNION BOARD OF DIRECTORS**

#### Section 13

The Union Board of Directors consists of the President, 1–2 Vice Presidents and a minimum of two (2) and a maximum of seven (7) other members. The President of the of the Union Board of Directors is referred to as President of the Union, and the Vice President of the Union Board of Directors is referred to as the Vice President of the Union.

#### Section 14

The Board of Directors' term of office begins on January 1 and ends on December 31 of the same year.

#### Section 15

The Union Board of Directors is convened by the President or, in their absence, the Vice President. At the beginning of its term of office, the Board of Directors decides on its method of meeting and convening. A quorum is present at a meeting of the Union Board of Directors when the President or Vice President and at least half of the board members are present. The President or, in their absence, the Vice President, shall convene a meeting at the written request of at least two (2) members of the Board of Directors to discuss a matter presented by them. In this case, the meeting shall be held no later than two (2) weeks from receiving the request. Provisions on the organising meeting are laid down separately in the Rules of Procedure and Administration.

#### Section 16

The work of the Union Board of Directors is governed by the Union Rules of Procedure and Administration, the amendment of which is decided by the General Assembly.

#### Section 17

For their duties, the President, Vice President(s) and other board members of the Union receive remuneration decided by the General Assembly.

### **CHAPTER IV WORKING GROUPS AND COMMITTEES**



### Section 18

The Union may have working groups and committees defined by the General Assembly or separately appointed by the Board of Directors. The working groups and committees operate under the Union Board of Directors or the General Assembly, as preparatory bodies guided by the policies of the General Assembly.

## **CHAPTER V OFFICIALS**

### Section 19

Officials are appointed by the Union Board of Directors. More detailed provisions on officials, their appointment, duties and position are laid down in the Union Rules of Procedure and Administration, the amendment of which is decided by the General Assembly.

## **CHAPTER VI FINANCES**

### Section 20

The operation of the Union is funded by membership fees and possible donations and subsidies. The Union has the right to receive donations and bequeathed funds, own movable and immovable property necessary for its operations and, with the appropriate permission, to raise funds to support its operations.

### Section 21

Members pay the annual membership fee determined by the Annual General Assembly in accordance with the schedule decided by the General Assembly.

The membership fees of Member Organisations paid to the Union are determined based on the number of individual members in the Member Organisation.

The amount of the membership fee for supporting members is decided by the General Assembly.

### Section 22

The Union's accounting period is the calendar year. The Union has Rules of Procedure and Administration, which specify in further detail the tasks and duties of the bodies and persons responsible for financial management and provide other necessary instructions concerning the management of the Union's finances and property.

## **CHAPTER VII OTHER PROVISIONS**

### Section 23

Two authorised signatories may together sign on behalf of the Union. The signatories are the President of the Union, the Vice President(s) and persons who have a personal authorisation to sign granted specifically by the Board of Directors.



#### Section 24

A member wishing to resign from the Union shall notify the Board of Directors or the President of the Union in writing or announce the matter in the General Assembly to be recorded in the minutes. A member may be dismissed in the manner prescribed in sections 14 and 15 of the Associations Act (26 May 1989/503). The dismissal shall take effect immediately.

After notifying about resignation, the membership of a supporting member shall end at the start of the following calendar year. If the resignation of a Member Organisation is notified before the budget for the following calendar year has been adopted, the membership of the Member Organisation shall end at the start of the following calendar year. If the notification is made later, the membership of the Member Organisation shall end one year from the date of the resignation notice and the Member Organisation shall be obliged to pay the membership fee in accordance with the budget for the period in question.

#### Section 25

A proposal to amend these Rules or dissolve the Union shall be approved if at least two thirds (2/3) of votes are cast in favour of the proposal in votes held at two (2) consecutive General Assemblies organised at intervals of at least twenty-one (21) days. If the Union is dissolved, its assets shall be used for activities in line with the purpose of the Union, unless otherwise stipulated by the donor of the assets. The decision on the use of the assets is made by the latter of the General Assemblies that decide on the dissolution of the Union.

#### Section 26

Any achieved membership rights are retained.

#### Section 27

These Rules enter into force immediately upon entering them in the Finnish Register of Associations.

