

Approved by the Repracentative council

on 3 June 2021

ADMINISTRATIVE REGULATION OF THE STUDENT UNION OF THE UNIVERSITY OF HELSINKI

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PART I THE ADMINISTRATIVE REGULATION'S SCOPE OF APPLICATION AND OTHER GENERAL PROVISIONS

CHAPTER 1 – PROVISIONS ON THE SCOPE OF APPLICATION

Section 1 Basis of the regulation

The provision of this regulation is based on the Student Union's Constitution. The Representative Council decides on the approval of this regulation based on the authority granted to it in the Constitution, Section 22, Paragraph 1, Item 12. This regulation is the regulation on administrative and financial affairs prescribed in other parts of the Constitution.

Section 2 Scope of application

This regulation applies to the implementation of administrative and financial affairs of the Student Union of the University of Helsinki. This regulation applies in its entirety to operations conducted within the Student Union's operating finances. To the affairs of the Student Union's property finances this regulation applies to the extent hereinafter provided.

PART II

CHAPTER 2 – CONVENING OF THE REPRESENTATIVE COUNCIL AND OTHER GENERAL PROVISIONS CONCERNING THE REPRESENTATIVE COUNCIL

Section 3 Convening of the Representative Council

An invitation to the Representative Council's meeting must be published on the Student Union's official noticeboard no later than seven days prior to the meeting. The invitation must be sent to the members of the Representative Council no later than seven days prior to the meeting.

The meeting invitation must include the date and place of the meeting, issues to be addressed in the meeting and the location in which the meeting documents are available.

Meetings may also be organised in an electronic operating environment. The Representative Council decides on the principles of electronic meetings at the beginning of its term with a decision valid until further notice. In case a decision valid until further notice of the kind described above is not in force, the chair of the Student Union may, after hearing the meeting of the chairs of the Representative Council groups, decide on organising a meeting as an electronic meeting.

Section 4 Summoning vice members due to a temporary inability to attend

If a member of the Representative Council is unable to attend the Representative Council's meeting, they should inform the secretary general, or a person designated by the secretary general, of this no later than the day preceding the meeting. The secretary general or the person

designated by them invites the vice member who is next in line to replace the member who is unable to attend the meeting.

A member of the Representative Council may also have a longer fixed-term period during which they are prevented from attending, and in this case, they can be considered unable to participate in the Representative Council's work.

A longer period of being prevented from participating is approved in the following cases:

- 1) Instances entitling the member to non-attendance as listed in Section 39 of the Universities Act
- 2) The member going on international exchange or starting an international internship
- 3) On the basis of some other justified reason at the discretion of the Student Union's chair

A member of the Student Union's Board is considered to be prevented from participating in the Representative Council's work while they are a member of the Board.

When a member or vice member of the Representative Council is prevented from participating in the council's work for a longer period of time due to an acceptable reason or when they are serving as a member of the Student Union's Board, the vice member next in line in the electoral coalition or a person who was not elected in the elections is invited to replace them until they are no longer prevented from participating.

At the beginning of the Representative Council's meeting, the chair states the present composition of the meeting based on notifications submitted to the secretary general.

If a member or vice member of the Representative Council who is planning to attend the meeting is prevented from participating after the time limit provided in Paragraph 1 has passed, the vice member next in line may participate in the meeting at the discretion of the chair.

Section 5 Resignation or loss of eligibility of a member of the Representative Council and inviting a vice member to replace the member in question

A member or vice member of the Representative Council may resign from their membership in the Representative Council during the term. A notification of the resignation should be delivered in writing to the chair or a person designated by them. The Representative Council grants the resignation based on the chair's proposal. 'If a member or vice member of the Representative Council loses their eligibility, the Representative Council must decide on their dismissal due to the loss of eligibility in the meeting following the detection of ineligibility.'

After the Representative Council has either granted the resignation of a member of the Representative Council or dismissed a member of the council, the council must, acting on the chair's proposal, invite the vice member next in line in the electoral coalition to replace the member in question as an actual member and a person from the electoral coalition who was not elected but is next in line in the order determined by the election result as a vice member.

Section 6 Agenda

Matters submitted to the chair of the Student Union to add onto the Representative Council's agenda nine days prior to the council's meeting are to be entered onto the agenda in an order determined by the chair. The following parties have the right to submit matters for the agenda:

- 1) Student Union's presiding officers
- 2) Board of the Student Union
- 3) Preparatory Committee of the Representative Council
- 4) Members of the Representative Council and Representative Council groups for the purpose of addressing a specified initiative.

In addition to this, shelved matters are added onto the agenda without separate request in the order in which they had been shelved.

The person who has submitted a matter for the agenda may withdraw their proposal as entered onto the agenda by notifying the chair before a decision is made.

Documents related to matters on the agenda must be available no later than seven days prior to the meeting.

Section 7 Matters outside the agenda

The Representative Council's meetings only address matters entered onto the agenda. Proposals on reserving decision-making authority and proposed resolutions submitted within the time period determined in this regulation may be addressed even if they are not entered onto the meeting agenda.

If the agenda includes a proposed vote of no confidence in the Board or one of its members, or a letter of resignation from the Board or one of its members, an entry should be added onto the agenda to state that an election of the former of the Board and of other members or member of the Board may have to be addressed by the meeting.

Section 8 Representative Council members' right to receive information

To provide a basis for their decision-making, members of the Representative Council have the right to access all relevant material concerning a matter addressed by the Representative Council that is also available to the Board, unless the material is confidential based on Section 40 of the Constitution. The Student Union's secretary general decides on the disclosure of documents based on a written request for access.

Section 9 Reserving decision-making authority

Section 23 of the Student Union's Constitution determines the right of the Representative Council to reserve decision-making authority in individual cases of significant matters of principle that fall under the decision-making authority of the Board and are included on the Board's agenda. A proposal on reserving decision-making authority must be addressed in the Representative

Council's meeting following the making of the proposal. A proposal on reserving decision-making authority must be made no later than the day prior to the meeting and submitted to the Student Union's chair. The Representative Council must address the proposal on reserving decision-making authority as a separate issue. If the Representative Council decides to reserve decision-making authority in accordance with the proposal, the matter in which the Representative Council has decided to reserve decision-making authority becomes a separate issue to be decided in the same meeting.

Section 10 Proposed resolutions

In accordance with the Constitution, Representative Council members are entitled to make proposed resolutions addressed to the Board. A proposed resolution related to a matter on the Representative Council's agenda may be made in connection with the processing of the matter in the meeting. A proposal that is unrelated to matters on the agenda must be delivered to the secretary general on the day prior to the meeting. The chair of the meeting decides on the interpretation of whether a resolution is related to matters on the agenda. The Student Union's Board must approve a written response to an approved proposed resolution within 30 days of the approval of the resolution.

CHAPTER 3 – PROVISIONS ON THE WORK OF THE REPRESENTATIVE COUNCIL

Section 11 Chair of the Representative Council meetings

In accordance with the Student Union's Constitution, Section 16, Paragraph 1, Item 2, the Student Union's chair presides over the meetings of the Representative Council. If the Student Union's chair is unable to attend, the Student Union's I or II vice chair will chair the meeting.

When the chair orders a meeting break on their own initiative or acting on a proposal made by a member of the Representative Council, they must also determine the duration of the break. If the chair refuses to order a meeting break, the Representative Council may decide to take the break by a majority vote. In this case, the Representative Council must determine the duration of the break.

If a person present in the meeting room interferes with the progress of the meeting, the chair must issue a warning. If the person who received the warning continues their disruptive behaviour, the chair may order the person to leave the meeting room. If the disruptive behaviour prevents the meeting from being continued, the chair must suspend the meeting. The chair must determine the time when the meeting will recommence.

Section 12 Recording the minutes of the Representative Council meetings

Action minutes are to be recorded in the Representative Council's meetings. The secretary general or a person designated by them is in charge of recording the minutes.

Discussion in the Representative Council's meetings must be recorded. The recording is stored with the minutes. More detailed orders on the storing are provided in Part VIII of this regulation.

At the beginning of the Representative Council's meetings, the chair invites two members of the Representative Council to examine the action minutes with them. Written justifications for dissenting opinions made in the Representative Council's meeting must be delivered to the secretary general before the minutes are examined.

Section 13 Registration

The secretary of the Representative Council's meeting or a person designated by them must keep an attendance register at the meeting. Members of the Representative Council must report at the meeting upon leaving or arriving.

Section 14 Disqualification

Members of the Representative Council are disqualified from participating in the making of decisions that concern them personally. When the Representative Council is making a decision on matters provided for in the Student Union's Constitution, Section 3, Paragraph 2, the evaluation of disqualification must take into account the provisions on disqualification set in the Administrative Procedure Act in effect at the time.

When deciding on the confirmation of financial statements and the granting of discharge from liability, members of the Representative Council who have been members of the Student Union's Board or the Real Estate Board during the accounting period in question are considered to be disqualified.

The Representative Council resolves any claims on disqualification.

Section 15 Quorum

The Representative Council has a quorum when at least thirty members of the Representative Council are present at the meeting.

Section 16 Processing order

If the Preparatory Committee has made a proposed decision on a matter, its proposal will serve as the initial proposal when the Representative Council processes the matter. If the Preparatory Committee has not made a proposal on the matter, a proposal made by the party that submitted the item onto the agenda will serve as the initial proposal.

If amendments are desired to be made to the initial proposal, the proposed amendments should be made in writing as counterproposals to the proposed decision, or part of it, that serves as the basis for the discussion.

The processing order in the meetings is as follows:

- 1) Announcement and presentation of the initial proposal
- 2) General discussion
- 3) Detailed discussion and decision-making

After the Representative Council has made a decision, the chair declares the decision on the matter. After this, members of the Representative Council are entitled to submit a dissenting opinion.

Section 17 Decision-making order

If the Representative Council has reached a consensus on a matter under discussion, the initial proposal becomes the decision of the Representative Council. If a counterproposal is not supported, it lapses, and the chair must state that the initial proposal has become the decision of the Representative Council. If there is one or several counterproposals that have been supported, the chair must state the proposals to be voted on.

If several proposals that have been supported have been made, the Representative Council must carry out votes in the voting order determined by the chair. The chair must prepare the voting proposals in such a manner that the answer 'yea' or 'nay' indicates one's position towards the proposal, unless the chair decides that some other voting method is to be used.

If a vote has been conducted in any other way than a roll-call vote or secret ballot, the vote must be retaken as a roll-call vote if requested or if the chair deems it necessary.

Voting must be conducted by secret ballot if two Representative Council members so request.

An opinion that receives a majority of the votes must be confirmed as the decision, unless otherwise provided for in the Constitution or this regulation. In case of a tie, the vote is decided by drawing lots.

Section 18 Election

Election refers to the selection of individuals for specific duties. Elections may be conducted without a vote. If the number of proposals that have been supported is greater than that of persons to be elected, a vote must be conducted. If there is one person to be selected, the vote is conducted by majority vote. If there is more than one candidate to be selected, the vote is conducted using the proportional election method or an election method in which each person with a right to vote may vote for as many candidates as there are persons to be selected in the election. In this method, as many of the candidates with the most votes are elected as there are persons to be selected.

When using the majority vote system, a candidate must receive an absolute majority of the votes cast in order to be elected if there are more than two candidates. If no one receives the required majority in the first vote, a second vote is conducted. If no one receives the required majority in the second vote, either, a third vote is conducted between the two candidates who received the most votes in the second vote.

To the extent applicable, the Student Union's election regulation applies to the conducting of proportional elections and to candidate lists that may only have as many candidates as there are persons to be selected.

The chair invites three Representative Council members to help them conduct the election.

Proportional elections and, if two Representative Council members so request, elections by majority vote must be conducted by secret ballot. In case of a tie, the vote is decided by drawing lots.

Section 19 Shelving of matters and referring matters back for preparation

The Representative Council may decide to shelve a matter it has discussed in the manner provided for in this section. In such a case, a decision on the matter cannot be made in the same meeting in which the shelving is decided on.

The Representative Council may decide to shelve a matter it has discussed until the next meeting. When requesting the shelving for the first time, five members of the Representative Council must request the shelving. If this happens, the matter is shelved until the next meeting, which is held no earlier than seven days after the meeting.

Reshelving a matter requires a simple majority of the votes cast. Reshelving the Student Union's budget requires a two-thirds majority of the votes cast.

The Representative Council may declare a matter urgent with a three-fourths majority of the votes cast, in which case the matter cannot be shelved.

The processing of a proposed resolution and the reserving of decision-making authority may not be shelved.

When a proposal on shelving a matter has been made and supported, the processing of the matter must be discontinued, and the chair must ask the Representative Council members to reserve turns to hold speeches on the shelving and the declaring of the matter as urgent. When these speeches have been made, the chair must state whether the shelving or the declaring of the matters as urgent has received sufficient support. After this, the meeting returns to discussing the matter or moves on to the next item on the agenda.

The Representative Council may decide to refer a matter prepared for the Representative Council by the Board back to the Board for preparation with a majority of the votes cast. Referring the Student Union's budget back for preparation requires a two-thirds majority of the votes cast.

Section 20 Right to be present and speak

Members of the Student Union and the personnel of the Student Union have the right to attend the Representative Council's meetings, unless the Representative Council decides otherwise in a specific matter. Decisions concerning the restriction of the right to be present must be justified.

The Student Union's presiding officers, Board, secretary general, finance director and auditor have the right to speak at the meetings, as do persons to whom the chair has granted the right to speak.

Section 21 Provision of information

Decisions of the Representative Council must be published on the Student Union's official noticeboard no later than the fourth working day after the meeting. In addition to this, information on the decisions must be provided by other means annually confirmed by the Board in accordance with Section 58 of the Constitution.

Section 22 General provisions concerning the Preparatory Committee

The Representative Council appoints the Preparatory Committee, which consists of a minimum of seven and a maximum of fifteen members. The Representative Council appoints vice members for the Preparatory Committee and decides on their order of substitution. Members of the Preparatory Committee must be actual or vice members of the Representative Council.

The Preparatory Committee has a quorum when at least half of its members, including the chair or vice chair, are present.

When a member of the Preparatory Committee is unable to participate in the committee's work, they must invite a vice member to replace them.

Section 23 Duties of the Preparatory Committee

The duties of the Preparatory Committee are as follows:

- 1) Addressing proposals given to the Representative Council and drafting possible committee proposals for the Representative Council
- 2) Ensuring the regularity of proposals given to the Representative Council
- 3) Monitoring the work of the Board
- 4) Performing other tasks assigned to it by the Representative Council

Section 24 Processing of matters in the Preparatory Committee

The Preparatory Committee is not obligated to make proposed decisions on the matters it processes. In this case, the committee only states that it has addressed the matter.

The Preparatory Committee does not make proposals on matters referred to in the Student Union's Constitution, Section 21 and Section 22, Paragraph 1, Items 1, 2, 3, 4 and 7.

The elections of the Student Union's presiding officers, the former and members of the Board and the members of the Representative Council's Preparatory Committee are not processed in the Preparatory Committee.

The Representative Council may not make a decision on a matter that the Preparatory Committee has not addressed, with the exception of matters mentioned in this regulation or the Constitution. The Representative Council may, however, decide to take up a matter included on the agenda without the processing of the committee by a simple majority of votes. In this case, the council will not have a proposed decision in its discussion.

The committee may not decide to shelve a matter included on its agenda or refer it back for preparation.

Section 25 Chair and meetings of the Preparatory Committee

The Representative Council appoints a chair for the committee from among the Preparatory Committee members. The committee selects the vice chair at its first meeting.

The secretary general or a person designated by them is responsible for the duties of the committee's secretary. The chair of the Board or a member of the Board designated by the chair presents the Board's proposals to the Preparatory Committee. In the Preparatory Committee, the chair of the committee decides on the presentation of proposals included on the agenda other than those made by the Board.

An invitation to the Preparatory Committee's meetings must be delivered to its members at least one day prior to the meeting. The chair of the committee convenes the committee's meetings. Meetings convened in preparation of Representative Council meetings must be organised no later than the day prior to the Representative Council meeting.

Action minutes are to be recorded in the committee meetings. The minutes are examined by two committee members.

Section 26 Committees

The Representative Council may establish committees for the preparation of matters to be addressed in the Representative Council. When establishing a committee, the Representative Council must determine its duties and term as well as appoint its chair and members.

Section 27 Representative Council groups

A member or members of the Representative Council may form a Representative Council group by submitting a written notice to the Student Union's chair. The notice must state the group's chair, vice chairs and members as well as a person who receives notifications addressed to the group. Members of the Representative Council may only belong to one Representative Council group. Members of the Representative Council may change the Representative Council group or establish a new Representative Council group by submitting a written notice to the chair.

Chairs of the Representative Council groups may convene to separate meetings to discuss current issues concerning the Student Union. The meeting of the chairs of the Representative Council groups may act as an advisory expert body and provide the Board and the presiding officers of the Representative Council with its views on matters brought to its consideration. The meeting of the chairs of the Representative Council groups decides on the method of convening its meetings in its first meeting of the year, which the chair of the Student Union convenes before the first Representative Council meeting of the year, if possible.

PART III BOARD

CHAPTER 4 – ORGANISATION OF THE BOARD, DECIDING ON MEETING TIMES AND OTHER GENERAL PROVISIONS

Section 28 Organisation of the Board

In the first meeting of its term, the Board selects a vice chair for itself and a chair for the Financial Committee from among the members of the Board. In addition to this, the Board may determine areas of responsibility for its members.

The vice chair of the Board may attend to the duties assigned to the chair in this regulation when the chair is unable to attend to them.

Section 29 Meeting times

In the first meeting of its term, the Board decides on the times when it holds its regular meetings as well as the notification method for them. The Board also convenes at other times when the chair deems it necessary or when at least two members of the Board request this from the chair in order to address a specific matter. In this case, members of the Board must be informed about the meeting at least one day prior to the meeting.

Section 30 Fees

The Board decides on more detailed payment grounds for the fees in accordance with the budget criteria after the Representative Council has approved a budget that adheres to the Student Union's Constitution, Section 22, Paragraph 5. The Board may further specify the payment grounds for the fees during the year.

During its term, the Board may decide to grant fees to the chair or members of the preparatory bodies it has established within the budget framework.

Section 31 Preparatory bodies of the Board

The Board may decide to establish committees, working groups or other bodies to support it in its duties to operate under its command. The Board may establish such bodies either for specific duties, annually or until further notice. Preparatory bodies established until further notice exist until the Board decides on their dissolution. In connection with establishing a body, the Board decides on its duties, authority and duration of existence.

If necessary, the Board may provide the chair of a body prescribed in the previous paragraph with limited financial authority in the manner provided for in Chapter 14 of this regulation.

CHAPTER 5 – WORK AND MEETING PROCEDURES OF THE BOARD

Section 32 Agenda

The agenda of Board meetings must be delivered to members of the Board in connection with the convening of the meeting. Representative Council members have the right to be informed about the agenda. Matters taken up by the chair of the Board, matters prepared by the preparatory bodies established by the Board and other matters proposed by members of the Board are entered onto the agenda in the order determined by the chair. The Board may also decide to add other matters onto the agenda during the meeting.

In the Board meetings, matters are presented by the member of the Board who has been preparing the matter, the secretary general or a person designated by the secretary general.

Section 33 Quorum

The Board has a quorum when the chair or vice chair and at least half of the other members of the Board are present.

Section 34 Disqualification

Members of the Board may not participate in making decisions on issues in which their private interests may conflict with the interests of the Student Union. When the Board is making a decision on matters provided for in the Student Union's Constitution, Section 3, Paragraph 2, the disqualification of members of the Board must be evaluated in accordance with the Administrative Procedure Act in effect at the time.

Claims on the disqualification of members of the Board are resolved by the Board by majority vote.

Section 35 Decision-making order

The proposal made by the presenter acts as the initial proposal in Board meetings. Supporting the initial decision is not required.

If there are no counterproposals made on the initial proposal, the initial proposal made by the presenter is unanimously approved.

Proposals differing from the initial proposal must be made during the discussion.

Counterproposals must be supported by at least one other member of the Board in addition to the person making the proposal.

If unsupported counterproposals are made during the discussion, the chair must state that the unsupported proposals have lapsed.

If there are one or several counterproposals that differ from the initial proposal and have been supported, the Board must vote on these proposals.

The Board must decide on the voting method and order based on the chair's proposal.

A roll-call vote must be conducted when the chair deems it necessary or when a member of the Board so requests.

Voting must be conducted by secret ballot when two members of the Board so request.

An opinion that receives more than half of the votes becomes the decision. In case of a tie, the chair has the casting vote.

The result of the vote must be recorded in the meeting minutes. If a record of the vote is kept, it must be attached to the meeting minutes.

After the chair has declared the Board's decision, the persons who made or supported supported or unsupported counterproposals may submit their dissenting opinion.

Section 36 Conducting elections

The election of officials on the Board would be conducted in the order provided for in Section 18 of this regulation.

Section 37 Shelving of matters and referring matters back for preparation

The Board may decide to shelve a matter on the agenda or to refer a matter on the agenda back for preparation.

A matter that is being addressed for the first time must be shelved if at least two members of the Board so request. Decisions on reshelving a matter are made by majority vote. Reshelving the Student Union's budget is only possible with a two-thirds majority of the votes cast.

Matters that the Board add onto the agenda at the beginning of the meeting must be shelved if one member so requests.

As a rule, matters are shelved until the next Board meeting, unless the Board decides otherwise.

The Board may refer a matter included on the agenda back for preparation with a majority of the votes cast. Referring the Student Union's budget back for preparation requires a two-thirds majority of the votes cast.

Section 38 Right to be present and speak

The Student Union's presiding officers, auditors, members of the audit committee possibly established in accordance with Section 47 of the Constitution, members of the Preparatory Committee of the Representative Council and the chairs of the Representative Council groups have the right to attend the Board meetings. The same individuals also have the right to speak at the meetings, unless the Board restricts this right for a justified reason.

At its discretion, the Board may also grant the right to be present and speak at the meetings to other individuals.

Section 39 Recording the minutes of Board meetings

Action minutes are to be recorded in Board meetings under the direction of the chair. The minutes must include at least the persons who were present, the matters discussed and proposals made, any votes conducted and the Board's decisions.

At the beginning of the meeting, the chair invites two members of the Board to examine the minutes with them. The minutes are signed by the chair, the secretary and the examiners of the minutes. Members of the Board may submit written justifications for their dissenting opinion to be added into the minutes; this must be done before the minutes are examined.

The minutes must be archived according to the provisions in Part VIII of this regulation.

Section 40 Provision of information on the Board's decisions

Information on decisions made in Board meetings must be provided no later than the fourth working day after the meeting by publishing the decisions on the Student Union's official noticeboard and, when possible, by other means annually confirmed by the Board in accordance with Section 58 of the Constitution.

Section 41 Planning the Board's annual activities and communicating about them

The Board must annually prepare a written plan on the implementation of the most important objectives for its term.

The Board must notify the Representative Council of the plan in question no later than 28 February.

Section 42 Remote participation in Board meetings

Members of the Board may participate in meetings using a remote connection if the chair of the Board so decides. Participating in voting must be possible when using the remote connection.

Board meetings may be held entirely via remote connection for a justified reason. In this case, an opportunity to participate in the meeting must be arranged for the individuals entitled to attend the meeting as provided for in this regulation.

Section 43 Issuing of annual decisions and decisions valid until further notice

The Board may issue annual decisions to determine, within the limits set in the Constitution, the use or delegation of authorities within its decision-making power in more detail for the duration of its term.

The Board may issue decisions valid until further notice to determine, within the limits set in the Constitution, the use or delegation of powers within its decision-making power in more detail. These decisions are valid until further notice, until the Board decides to revoke them.

PART IV ADMINISTRATION OF OPERATING FINANCES

CHAPTER 6 – ORGANISING THE ADMINISTRATION OF OPERATING FINANCES AND THE OPERATORS OF OPERATING FINANCES

Section 44 Student Union's operating finances

The Student Union's operating finances refers to the finances of the Student Union's non-profit activities. These include all activities of the Student Union with the exception of the activities of property finances or the companies owned by the Student Union. The Student Union's operating finances constitutes appropriation-based activities that are tied to the budget and regulations of a statutory corporation subject to public law.

The Student Union's operating finances is funded with fees collected from the Student Union's members, profit distribution from Ylva and possible donations.

Operators in operating finances include the Student Union's Representative Council, the Student Union's Board, the Financial Committee of the Student Union's Board, the Student Union's secretary general, the Student Union's finance director, the Student Union's chief financial officer and the Student Union's other personnel.

Section 45 Duties of the Student Union's Representative Council in operating finances

The duties of the Student Union's Representative Council as relates to finances, as provided for in the Constitution, are as follows:

- 1) Deciding on the annual budget and supplementary budget of operating finances
- 2) Processing the financial report of operating finances and deciding on measures caused by it
- 3) Deciding on the confirmation of the financial statements of the Student Union's operating finances and on the discharge from liability for the Board and other accountable parties
- 4) Deciding on the appointment of the audit firm for operating finances
- 5) Deciding on the size of the membership fee.

The decision concerning the membership fee must be subjected to the University's Rector for confirmation.

In addition to this, the Representative Council's duties in operating finances include the following:

- 1) Overseeing the Board's activities as concerns the use of its administrative and executive powers
- 2) Approving the Student Union's Medium-term Financial Plan
- 3) Deciding on other financial matters presented to the council by the Board

Section 46 Duties of the Student Union's Board in operating finances

The Student Union's Board holds the administrative and executive power in operating finances.

The duties of the Student Union's Board are as follows:

- 1) Approving a proposal for the annual budget and proposing it to the Representative Council
- 2) Approving proposals for supplementary budgets and proposing them to the Representative Council
- 3) Approving the financial report of operating finances and proposing it to the Representative Council
- 4) Approving the financial statement of operating finances and proposing it to the Representative Council for confirmation
- 5) Deciding on the persons authorised to make commitments of expenditure and the limits to commitments of expenditure within the framework of appropriations
- 6) Ensuring the realisation of the budget and supplementary budgets
- 7) Making proposals to the Representative Council on the provision of loans and guarantees, as provided for in this regulation
- 8) Making agreements and other legal actions that bind the Student Union

The Board is also responsible for matters concerning the role of operating finances assigned to the Board elsewhere in this regulation.

Section 47 Financial Committee of the Student Union's Board

The Student Union's Board must annually establish the Financial Committee. The duties and authority of the Financial Committee are prescribed in Section 48. The Financial Committee must have a minimum of ten and a maximum of fifteen members. The selection of members must be made annually by 31 January. The Board appoints the chair of the Financial Committee from among the members of the Board. The Financial Committee appoints the vice chair of the Financial Committee from among the committee members. During its term, the Board may decide to supplement the Financial Committee.

Section 48 Duties and authority of the Financial Committee

In addition to what is provided for elsewhere in regulations, the duties of the Financial Committee are as follows:

- 1) Supervising operating finances as led by the Student Union's secretary general
- 2) Supervising the Student Union's operating finances, with particularly the use of budget appropriations taken into account
- 3) Preparing a proposal for the annual budget of operating finances for the Student Union's Board
- 4) Preparing proposals on the supplementary budgets of operating finances for the Student Union's Board
- 5) Preparing a proposal on the financial report of operating finances for the Student Union's Board
- 6) Preparing a proposal on the financial statements of operating finances for the Student Union's Board
- 7) Preparing any major investments and projects for the Student Union's Board within the limits set by the Board
- 8) Approving purchases and sales that exceed the limits annually set by the Board
- 9) Approving the prices of services and other output that the Board has delegated to the Financial Committee
- 10) Monitoring the realisation of the finances of Ylioppilaslehdien kustannus Ltd

- 11) Familiarising itself with the audit reports of operating finances and, if necessary, expressing to the Board its view on the measures proposed by the auditors
- 12) Deciding on the general conditions under which organisations may be accepted to operate under the Student Union and added into the Student Union's organisation register
- 13) Deciding on the adding of organisations into the Student Union's organisation register and their removal from it
- 14) Preparing matters related to organisations operating under the Student Union on the orders of the Board and deciding on matters that the Board has delegated to the Financial Committee
- 15) Processing rectification requests on the decisions of the secretary general and the chief financial officer concerning the organisations operating under the Student Union
- 16) Addressing any other issues that the Board, secretary general or chief financial officer has delegated to the committee.

Section 49 Meeting procedure of the Financial Committee

Sections 33, 34, 35, 36, 37 and 40 of this regulation apply to the work of the Financial Committee to the extent determined by the chair of the committee.

Section 50 Right to be present and speak at the meetings of the Financial Committee

Members of the Student Union's Board, the Student Union's secretary general, the Student Union's finance director, individuals invited as presenters by the chair of the Financial Committee, the Student Union's auditors, members of the possibly established audit committee and a representative selected by the personnel of operating finances from among themselves have the right to attend and speak at the meetings of the Financial Committee. In addition to this, the chair may grant other individuals the right to attend and speak at the meetings.

Section 51 Ylioppilaslehdien kustannus Ltd

Ylioppilaslehdien kustannus Ltd is a special-assignment company operating under the management of the Student Union's operating finances. The purpose of the company is to oversee the publication of Ylioppilaslehti.

The Student Union's Representative Council's duties in the company are as follows:

- 1) Appointing the editor in chief for the student magazine published by the company in accordance with the Constitution, Section 22, Paragraph 1, Item 3
- 2) Recording the company's financial statements
- 3) Approving a possible document determining the company's owner's policies on ownership steering

The Board of the Student Union acts as the company's general meeting as defined in the Limited Liability Companies Act. The Board of the Student Union is responsible for all duties assigned to the general meeting by the Limited Liability Companies Act and the articles of association.

Specifically, duties of the Student Union's Board are as follows:

- 1) Appointing the board of the company and the chair of the board

- 2) Deciding on the confirmation of the financial statements
- 3) Deciding on the confirmation of the company's target budget or referring the matter back for preparation, acting on a proposal by the board of the company.

Duties of the Financial Committee of the Student Union's Board are as follows:

- 1) Monitoring the company's finances and the realisation of its target budget
- 2) Providing a statement to the Board of the Student Union on the company's financial statements and draft target budget

Duties of the board of the company are as follows:

- 1) Acting as the board of a limited liability company in accordance with the Limited Liability Companies Act
- 2) Approving the company's annual target budget and proposing it to the Student Union's Board for confirmation

PART V BUSINESS ADMINISTRATION

CHAPTER 7 – GENERAL PROVISIONS ON BUSINESS ADMINISTRATION

Section 52 Organisation of business administration

The business operations of the Student Union of the University of Helsinki are organised under the name of Ylva. Ylva refers to the group formed by property and business activities that is mentioned in Section 42 of the Constitution. Ylva includes those business operations conducted in the Student Union's property finances and the companies owned by it that are not part of the operations of the associated companies or partly owned companies of property finances or the Student Union's group companies. The business operations take place within Ylva, with the Student Union's property finances acting as its parent community.

The Student Union carries out ownership steering on Ylva as a whole.

In addition to this, the administration of the Student Union's operating finances includes a limited liability company called Ylioppilaslehdien kustannus Ltd. The ownership administration of this company is provided for in Chapter 6 of this regulation. Ylioppilaslehdien kustannus Ltd is not a part of Ylva; instead, it belongs to operating finances, realising the special assignment assigned to it.

Section 53 Status of property finances

The Student Union's property finances comprises the properties owned by the Student Union as well as other business operations. As business operations, Ylva, whose parent community is HYY's property finances, has its own finances as well as a legal obligation to keep books on its operations in accordance with the Accounting Act. As property finances under the Student Union's ownership, Ylva may also include subgroups, communities and subsidiary companies that conduct

real estate or other business operations under its authority. Property finances may also be an investor or co-owner without a controlling interest in various business operations and communities either directly or through its subsidiaries.

CHAPTER 8 – YLVA'S ADMINISTRATIVE BODIES, DUTIES AND MEETING PROCEDURES

Section 54 Ylva's administrative bodies

Ylva has a Board, which serves as the Board of the Student Union's property finances, which acts as the parent community of Ylva, and of Ylva Services Ltd. Ylva also has a Supervisory Board, which acts as the Supervisory Board of Ylva and Ylva Services Ltd. In Ylva, HYY's Board and Representative Council use the authority separately provided for in this regulation.

Section 55 Selection of Ylva's Board

The Board of the Student Union appoints the chair of Ylva's Board as well as releases them from their duties. The Board of the Student Union further appoints 6–10 other members to Ylva's Board, the majority of whom must be members of the Student Union at the time of their appointment.

A minimum of one and a maximum of four assessors must be appointed to the Board. An assessor refers to a member who has gained expertise through their education or experience.

The Board of the Student Union separately defines the duration of the terms of the members of the Board as well as decides on releasing members of the Board from their duties.

Section 56 Duties of Ylva's Board

Ylva's Board, appointed in accordance with Section 55 of the Administrative Regulation, acts as the Board of the Student Union's property finances in accordance with Section 53 of the Administrative regulation. Ylva's Board prepares matters for the Board of the Student Union and decides on matters independently within the authority determined by the Student Union's Board.

The duties of Ylva's Board are as follows:

- 1) Supervising the implementation of property finances
- 2) Approving the proposal made by the Student Union's finance director on the target budget and financial statements of the Student Union's property finances for further proposal
- 3) Approving investments and other significant measures concerning properties within the limits specified by HYY's Board
- 4) Deciding on the renting of facilities within the limits specified by HYY's Board to the extent that the decision-making authority has not been delegated to the finance director or some other official
- 5) Deciding on the selling of the Student Union's assets within the limits established by the Constitution, the Ownership Strategy and the Investment and Risk Framework
- 6) Deciding on the implementation of matters related to investment assets within the framework of the Ownership Strategy

- 7) Deciding on the organising of an internal audit for Ylva
- 8) Appointing Ylva's CEO, releasing them from their duties and deciding on their fringe benefits
- 9) Making a proposal on the selection of the Student Union's finance director and on releasing them from their duties to the Student Union's Board
- 10) Approving the selection of members of Ylva's executive team and the releasing of them from their duties
- 11) Deciding on Ylva's funding, loans and guarantees within the framework of the Investment and Risk Framework
- 12) Selecting representatives to the boards and general meetings of companies or communities owned by Ylva in full or in part and deciding on their authority
- 13) Processing any other matters delegated to it by the finance director or the Board of the Student Union
- 14) Authorising Ylva's operative management to represent the company on the boards of companies and communities directly majority-owned by property finances
- 15) Acting as the general meeting of companies entirely owned by property finances, with the exception of Ylva Services Ltd

Section 57 Selection of Ylva's Supervisory Board

HYY's Board annually appoints Ylva's Supervisory Board by the end of April. In addition to the chair, 11–17 members are appointed to the Supervisory Board. The Supervisory Board serves as the Supervisory Board of all of Ylva, as defined in Section 52, and, for Ylva Services Ltd, as a Supervisory Board in accordance with the Limited Liability Companies Act.

Section 58 Selection of Ylva's Supervisory Board

The duties of Ylva's Supervisory Board, appointed in accordance with Section 56 of the Administrative Regulation, are as follows:

- 1) Supervising Ylva's administration
- 2) Participating in the preparation of the Ownership Strategy as defined in Section 60
- 3) Monitoring the implementation of the Ownership Strategy as defined in Section 60 and stating its views on its implementation
- 4) Providing a statement on the preparation of the Investment and Risk Framework document as defined in Section 61
- 5) Providing a statement on Ylva's target budget proposal to the Representative Council
- 6) Providing a statement on Ylva's financial statements and audit report as well as the discharge from liability given to administration
- 7) Providing its views on the selection of the Student Union's finance director.

Ylva's Supervisory Board acts as the Supervisory Board of Ylva Services Ltd. The Supervisory Board is tasked with attending to the duties assigned to supervisory boards in the Limited Liability Companies Act and the articles of association.

Section 59 Meeting procedure in Ylva

The regulations on meeting procedure and the recording of minutes on HYY's Board are applied to Ylva's Board and Supervisory Board to the extent determined by the chair of the body in question.

In accordance with the Student Union's Constitution, Section 40, Paragraph 2, Ylva's documents are not public.

CHAPTER 9 – STUDENT UNION'S DECISION-MAKING PROCESSES IN YLVA'S ADMINISTRATION

Section 60 Implementation of the ownership steering of Ylva

The ownership steering of Ylva is implemented especially through the Ownership Strategy and Investment and Risk Framework documents. These documents are provided for in more detail below. In addition to this, Ylva's operators as defined in Section 52 may participate in the implementation of the ownership steering within the limits of their authority.

Section 61 Ylva's Ownership Strategy

The Representative Council approves the Ownership Strategy for Ylva. The Ownership Strategy must be prepared for approval once during the term of each Representative Council.

The Board of the Student Union is responsible for the preparation, which must be done in cooperation with Ylva's Supervisory Board. The Student Union's finance director must assist with the preparation. During the preparation, Ylva's Board and Representative Council groups must be consulted.

With the Ownership Strategy, the Student Union decides on the following matters:

- 1) Values that guide business operations and the basic duties of business operations
- 2) Ylva's key financial and other long-term objectives, set by the Student Union as the owner, that business operations, investments and risk-taking are aimed at
- 3) Possible more detailed restrictions on the authority to sell property than those provided for in the Student Union's Constitution, Section 22, Paragraph 1, Item 9
- 4) The function and financial principles of properties in accordance with the Student Union's Constitution, Section 42, Paragraph 3
- 5) Possible restrictions on the transfer of shares of property companies or mutual property companies owned by the Student Union or using the shares of such companies as security
- 6) Possible other issues related to ownership steering

Section 62 Ylva's Investment and Risk Framework

The Representative Council annually decides on Ylva's annual Investment and Risk Framework on the proposal of HYY Board. Ylva's Board is responsible for preparing the decision.

The Investment and Risk Framework refers to:

- 1) The maximum amount of investments
- 2) The maximum amount of Ylva's external liabilities for loans and debts as well as guarantees given to parties outside Ylva
- 3) The maximum amount of guarantees, property mortgages and pawnings and other securities that can be given

Section 63 Duties of the Student Union's Representative Council in property finances

The statutory duties of the Student Union Representative Council refer to duties defined in the Student Union's Constitution, Section 22, Paragraph 1, Items 3, 4, 7, 8, 9, 10 and 11, and Section 41.

In addition to this, the Representative Council's duties in property finances are as follows:

- 1) Approving Ylva's Ownership Strategy as defined in Section 60 of the Administrative Regulation
- 2) Deciding on Ylva's annual Investment and Risk Framework as defined in Section 61 of the Administrative Regulation
- 3) Addressing the Supervisory Board's statement on Ylva's confirmed financial statements and the discharge from liability granted to the Board and CEO of Ylva Services Ltd.

Section 64 Duties of the Student Union's Board in property finances

The Board of the Student Union holds administrative and executive power in the Student Union on the grounds of Section 35 of the Student Union's Constitution. The Board of the Student Union also holds administrative and executive power in matters concerning the Student Union's properties.

The Board of the Student Union must prepare for the Representative Council matters mentioned in Section 63 of the Administrative Regulation, with the exception of matters referred to in the Student Union's Constitution, Section 22, Paragraph 1, Items 4 and 7.

In addition to this, the duties of the Student Union's Board are as follows:

- 1) Deciding on the authority of Ylva's Board with annual decisions and decisions valid until further notice
- 2) Approving and signing Ylva's financial statements
- 3) Deciding on other duties separately assigned to it by the Ownership Strategy or any other decision made by the Representative Council as well as duties delegated to it by the finance director or Ylva's Board
- 4) Acting as the general meeting of Ylva Services Ltd and attending to the duties assigned to general meetings in the Limited Liability Companies Act and the articles of association.

PART VI STUDENT UNION'S PERSONNEL

CHAPTER 10 – GENERAL PROVISIONS CONCERNING THE PERSONNEL

Section 65 Student Union's personnel

In this regulation, the Student Union's personnel refers to individuals employed by the Student Union's operating finances or property finances. This regulation does not apply to individuals employed by the Student Union's business operations in limited liability companies. The

Employment Contracts Act, other legislation applied to employment contracts and the collective agreement in effect at a given time are all applied when processing personnel matters.

In this regulation, a supervisor refers to an individual who holds the management and supervisory authority of the employer. The term refers to a supervisor as referred to in legislation, collective agreements and elsewhere.

Section 67 Persons liable for non-military service in the Student Union

The Student Union may act as a service location as defined in the Non-Military Service Act. The decision on providing a service location is made by the Board of the Student Union based on a proposal by the secretary general. The decision to accept a person liable for non-military service is made by the secretary general. The Student Union's secretary general acts as the person in charge of the supervision of persons liable for non-military service, as provided for in the Non-Military Service Act. The secretary general may delegate their duties as the person in charge within the limits of legislation on non-military service. This regulation applies to persons liable for non-military service when applicable.

Section 68 Authority on the recruitment of personnel and the termination of employment

In accordance with the Student Union's Constitution, the Representative Council decides on the recruitment and termination of employment of the secretary general and finance director.

The Board of the Student Union has the general authority to decide on the recruitment and termination of employment of the Student Union's personnel. The Student Union's Board has the authority to appoint a deputy for the secretary general for a period of no more than four months.

The Student Union's secretary general has the authority to decide on the recruitment and termination of employment of the employees of the Student Union's Services Office and Little HYY. The Student Union's secretary general decides on the recruitment and termination of employment of employees whose contract lasts less than six months.

The secretary general must keep the Board informed of current affairs within their authority under the provisions of this section. The Board may reserve decision-making authority from the secretary general on matters concerning recruitment and the termination of employment within the secretary general's authority. A declaration of reserving decision-making authority must be made before the secretary general makes a decision on the matter.

Section 69 Board's decision-making process on recruiting personnel and releasing them from their duties

When the Board makes a decision on recruiting an employee or releasing them from their duties, the decision must be made based on the proposal of the secretary general or a person or working group to which the Board has assigned the task.

Section 70 Authority of the Student Union's Board in matters concerning the personnel

The Board of the Student Union decides on matters concerning the personnel as provided for in this regulation. The Board attends to the duties assigned to it in this regulation in the role of an employer.

The Board of the Student Union acts as the supervisor of the secretary general and finance director. The chair of the Board or some other member of the Board designated by the Board holds the management and supervisory power in accordance with the policies set by the Board. In addition to this, the Board may issue more detailed principles on general procedures concerning personnel matters.

The Representative Council may not use its right to reserve decision-making authority as provided for in the Constitution in personnel matters.

Section 71 Secretary general's position as the supervisor of personnel

The Student Union's secretary general acts as the supervisor of the Student Union's personnel in accordance with guidelines provided by the Board. The secretary general does not act as the supervisor of the Student Union's finance director. The secretary general's supervisory duties may be divided between the secretary general and the chief financial officer in the manner specified in Section 72.

Section 72 Chief financial officer's position as the supervisor of personnel

The Board may approve a proposal made by the secretary general on the division of supervisory duties between the secretary general and the chief financial officer with a decision valid until further notice. The chief financial officer may be appointed as the supervisor of, for instance, the Student Union's Services Office, Little HYY and separately named project employees with a decision valid until further notice.

Section 73 Representative Council's authority in matters concerning the personnel

The Representative Council approves the total amount of personnel expenses in the annual budget.

Section 74 Approving the job descriptions of personnel

The job descriptions of the Student Union's secretary general, finance director and chief financial officer are defined in Chapter 12 of the regulation.

The Board of the Student Union may approve written job descriptions for other employees based on a proposal by the secretary general.

Section 75 Drafting a collective agreement

The Board of the Student Union decides on the drafting of a possible house collective agreement or a local agreement on applying the national collective agreement acting on the proposal of the secretary general or the chair of the Board.

CHAPTER 11 – JOB DESCRIPTIONS OF SENIOR OFFICIALS

Section 76 Student Union’s secretary general

Section 37 of the Student Union’s Constitution states that the Student Union has a secretary general. According to the Student Union’s Constitution, Section 22, Paragraph 1, Item 3, the election of the secretary general is the duty of the Representative Council.

In addition to duties provided for elsewhere in this regulation or the Constitution, the duties of the secretary general include the following:

- 1) Managing the implementation of human resources management
- 2) Overseeing the Student Union's operating finances as a whole
- 3) Serving as the secretary of the Student Union’s general meeting, Representative Council, Preparatory Committee of the Representative Council, Central Election Committee, Badge Committee and possibly established regulation committee
- 4) Attending to the preparation of the meetings of the Student Union's decision-making bodies and the matters addressed in the meetings and supporting the preparatory work for the meetings as well as informing of and implementing the decisions
- 5) Ensuring the general legality and conformity of the Student Union's operations and administration
- 6) Ensuring that the Student Union’s elected officials are provided with orientation to their duties
- 7) Attending to the Student Union's general public relations activity, events organised under the Student Union’s name and acknowledgements and honours
- 8) Monitoring the finances of organisations in which the Student Union is a member or regulator
- 9) Certifying and providing extracts of the minutes of the Student Union's decision-making bodies

In addition to this, the secretary general is also responsible for other duties assigned to them by the Representative Council or the Board. The secretary general may delegate the aforementioned duties to other members of the personnel within the limits of the Student Union’s regulations.

Section 77 Student Union’s finance director

The Student Union's Representative Council elects a finance director for the Student Union. The finance director also serves as Ylva’s CEO. The employment contract of the finance director is valid until further notice.

The duties of the Student Union's finance director are as follows:

- 1) Attending to the Student Union's macroeconomic operations and resources
- 2) Managing the Student Union's property finances and participating in the preparation of the Ownership Strategy defined in Section 61
- 3) Annually preparing for the Representative Council a forecast on Ylva’s prospects for the following year in support of the preparation of the budget in a manner provided for in more detail in this regulation
- 4) Managing the planning of projects that are significant for the Student Union's financial operations and supervising their implementation

- 5) Taking care of financial planning and the acquisition of necessary funding
- 6) Attending to the preparation of contracts that are significant to the Student Union as well as of other legal action
- 7) Monitoring the finances of organisations in which the Student Union or Ylva is a shareholder
- 8) Taking care of presentations on Ylva's Board
- 9) Attending to other duties assigned to them by the Board of the Student Union

The finance director is accountable for their actions to the Board of the Student Union.

Section 78 Student Union's chief financial officer

The duties of the chief financial officer, operating under the command of the secretary general, are as follows:

- 1) Attending to supervisory duties concerning the Student Union's personnel within the limits determined in Section 72
- 2) Attending to the Student Union's operating finances and its implementation as well as approving commitments of expenditure caused by the operations of operating finances
- 3) Participating in the financial planning of the Student Union's operating finances and the monitoring of finances
- 4) Monitoring the Student Union's finances, especially the expediency of its implementation, making comments and initiatives to the Financial Committee when needed and contributing to the presentation of matters related to operating finances in the Financial Committee
- 5) Participating in the annual financial planning of operating finances and in medium-term financial planning
- 6) Assisting the secretary general in their duties and deputising for the secretary general if needed

PART VII ACCOUNTING AND FINANCIAL TRANSACTIONS

CHAPTER 12 – FINANCIAL PLANNING

Section 79 Student Union's financial planning tools

The annual financial planning of the Student Union's operating finances is implemented with the annual budget and possible supplementary budgets of operating finances approved by the Representative Council.

Ylva's annual financial planning is implemented with the annual target budget approved by the Representative Council.

The long-term financial planning of the Student Union's operating finances is implemented with the Medium-term Financial Plan approved by the Representative Council.

The long-term financial planning of Ylva is implemented with the Ownership Strategy approved by the Representative Council, as provided for in Section 61 of the regulation.

In addition to this, more detailed project-specific financial plans may be drafted.

Section 80 Preparation of the budget and supplementary budgets of operating finances

The Representative Council must annually approve the budget and possible supplementary budgets of operating finances in accordance with in the Student Union's Constitution, Section 22, Paragraph 1, Item 5.

The secretary general provides the Student Union's personnel with instructions on the preparation process of the following year's budget no later than 30 September. The employees whom this concerns must make their proposals on the following year's expenses and income for their area of responsibility by the date set by the secretary general. Based on these proposals, current market and cost data and anticipated funding opportunities, the secretary general prepares a draft of the budget of operating finances and the membership fee for the next academic year for the Financial Committee. The secretary general must submit their proposal on the following year's budget to the Financial Committee no later than 15 November. The Financial Committee must make its proposal to the Board. The Board must make its proposal on the following year's budget and the membership fee for the next academic year to the Representative Council no later than 10 December.

Supplementary budgets may be prepared during the fiscal year. Where applicable, the drafting of the supplementary budgets must follow the procedure for drafting the annual budget as defined in the preceding paragraph.

Section 81 Representative Council's right to receive information on the grounds of financial planning

The Student Union's finance director must present to the Representative Council an estimate of Ylva's ability to distribute profits during the following year no later than 30 September.

The chief financial officer must present to the Representative Council an estimate of the most significant financial issues in operating finances during the next financial year no later than 30 September.

Section 82 Items included in the budget of operating finances

The budget must include all income and expenses of operating finances that belong to the budget period. Income is to be presented in the budget expediently categorised by source and type of income, and expenses by function and type of expense. Changes in the contingency fund of operating finances is also to be presented.

Section 83 Classification of appropriations in the budget of operating finances

The Student Union's expenses are entered into the budget as appropriations.

Appropriations are entered into the budget as fixed appropriations or estimated appropriations. In addition to this, appropriations may be marked as conditional, which means that the use of the appropriation must be separately decided by the administrative body mentioned in the entry.

Discretionary expenses based on the Student Union's regular duties are entered as fixed appropriations. Fixed appropriations may not be exceeded without the consent of the Representative Council.

Expenses that the Student Union must pay based on legislation or permanent commitment or as a necessary condition for operations as well as expenses that cannot be accurately estimated in euros are entered as estimated appropriations. Estimated appropriations may be exceeded by a maximum of one quarter with the Board's consent and, for any amount over this, with the consent of the Representative Council.

When budget appropriations are exceeded, the consent of the Representative Council or the Board must be acquired before commitment of expenditure, if possible. When the Student Union's interests so require and when it has not been possible to acquire prior consent, the consent may be acquired afterwards. The noted excess of appropriations along with their justifications must be presented to the Representative Council for subsequent approval in connection with the financial statements at the latest.

Section 84 Medium-term Financial Plan of operating finances

The Student Union's Representative Council must approve a medium-term financial plan on the Board's proposal once during its term.

The Medium-Term Financial Plan must determine the following:

- 1) Estimated development of the income and expenses of the Student Union's operating finances in the medium term
- 2) Target development of the contingency fund of the Student Union's operating finances in the medium term
- 3) More detailed implementation of financial reporting

In addition to the above, the Representative Council may approve other policies on medium-term development.

The Medium-term Financial Plan must be used as the basis of annual financial planning.

The Student Union's secretary general is responsible for making a proposal to the Board.

The Student Union's chief financial officer must monitor the implementation of the document and, if needed, propose to the Board the initiation of an update to the financial plan.

Section 85 Target budget of the Student Union's property finances

The Representative Council approves Ylva's target budget. Ylva's parent community is HYY's property finances, which also includes directly owned properties. In accordance with the Student Union's Constitution, Section 22, Paragraph 1, Item 8, the Representative Council must annually approve the target budget of properties directly owned by the Student Union.

The Board of the Student Union must present the budget proposal to the Representative Council no later than 10 December.

The target budget of properties owned by the Student Union must present a target level for the income and expenses of properties owned by the Student Union.

Section 86 Report on the realisation of the Student Union's target budget

Ylva's Board and the Student Union's Board must be given regular reports on the realisation of the target budget of property finances. The publicity of the reports is determined in accordance with Section 40 of the Student Union's Constitution.

CHAPTER 13 – ACCOUNTING AND FINANCIAL MONITORING

Section 87 Allocation of income and expenses in operating finances

The Student Union's budget, including its justifications, determines the allocation of the income and expenses of the Student Union's operating finances, which constitutes the accounts of a corporation subject to public law.

Section 88 Asset accounting

Asset accounting must include the following assets of the Student Union

- 1) Properties owned by the Student Union
- 2) Insurances
- 3) Liabilities
- 4) Securities.

In addition to this, a separate inventory must be kept of works of art and memorabilia. The inventory must include the storing location of each item as well as the date of purchase, purchase value and manner of purchase, if possible. The Board of the Student Union may provide more specific regulations on the inventory kept of works of art and memorabilia.

Section 89 Report on the realisation of the budget of operating finances

A comparative statement must be made regularly on the realisation of the budget of operating finances. Unless otherwise provided for in the Medium-term Financial Plan, the comparative statement must be presented to the Board on a monthly basis, to the Financial Committee of the Board on a quarterly basis and to the Representative Council every six months.

The calculation of costs for specific appropriations or projects is performed as needed in accordance with the instructions of the Board or its Financial Committee.

The Student Union's chief financial officer is responsible for the availability of up-to-date reports.

Section 90 Financial monitoring of operating finances

The Board of the Student Union is responsible for monitoring the use of appropriations entered into the budget. If the Board sees that an appropriation is about to be exceeded by more than what is in the Board's authority, the Board must decide whether it initiates the preparation of a supplementary budget or decides to apply for the approval of the excess retroactively.

The Student Union's secretary general and chief financial officer are responsible for monitoring the use of appropriations for their part as well as for notifying the Board about appropriations being likely to be exceeded.

The other employees of the Student Union are responsible for monitoring the use of appropriations in their area of responsibility if their job description includes the monitoring responsibility. Employees who are responsible for financial monitoring must notify their supervisor if it is likely that an appropriation will be exceeded during the financial year.

Section 91 Preparing financial statements for operating finances

Financial statements for the Student Union's operating finances are prepared for each calendar year by the end of March in the following year. The financial statements comprise at least the income statement, balance sheet and notes to the accounts based on the budget structure and a comparison showing the realisation of the budget. A financial report must be drafted as part of the financial statements, and the report must include the implementation of finances and the development of the Student Union's financial position during the accounting period.

The Board of the Student Union decides on approving the financial statements, and the Student Union's Representative Council decides on confirming them. The Board and the secretary general sign the financial statements.

Section 92 Preparing financial statements for property finances

Financial statements for the Student Union's property finances are prepared in the manner provided for in the Accounting Act and the Accounting Decree.

CHAPTER 14 – STUDENT UNION'S FINANCIAL TRANSACTIONS

Section 93 Commitment, certification, approval and payment of expenditure

In this regulation, commitment of expenditure refers to actions taken by a specific person to commit to monetary costs on behalf of the Student Union. The person who makes the commitment of expenditure must certify and post the expense. By certifying the expense, the

person affirms that the expense is an expense belonging to the Student Union, that it complies with a possible separate decision and that it is appropriate and contractual.

The person who makes the commitment of expenditure approves the certified expense for payment. After the person approving the expense has approved it, the expense may be paid.

Section 94 Deciding on those entitled to make commitments of expenditure

The Board of the Student Union decides on the administrative bodies, employees and persons in positions of trust officials who have the right to make commitments of expenditures within the framework of the budget of operating finances and the target budgets of property finances. The decisions must specify monetary or other possible limitations on the right to make commitments of expenditure.

The Board must decide on commitments of expenditure not included in the budget of operating finances separately. The decision must be submitted to the Representative Council for subsequent approval.

The responsibility employees have to make commitments of expenditure is determined based on the job description of each employee.

The Board or the Financial Committee of the Board may require a person entitled to make commitments of expenditure to provide a target calculation on a specific event that causes expenses for prior approval or a report on such an event to be presented afterwards.

Section 95 Approval of expenses

The secretary general and chief financial officer have the right to approve expenses in operating finances. The finance director has the right to approve expenses in property finances.

The Board of the Student Union may decide to delegate the right to approve expenses to other employees. The secretary general may decide to temporarily delegate their right to approve expenses in operating finances. The finance director may decide to temporarily delegate their right to approve expenses in property finances.

Section 96 Payment of expenses

Expenses may only be paid after approval. The secretary general is responsible for making payments in operating finances, and the finance director is responsible for making payments in property finances. Expenses may exceptionally be paid before approval when they are based on a well-established agreement.

CHAPTER 15 – LOAN AND GUARANTEE PROVISION AND CREDIT LOSS

Section 97 Loan and guarantee provision

Acting on the Board's proposal, the Representative Council may decide to provide a fixed-term loan or an absolute guarantee to a community of full capacity in order to essentially advance the

Student Union's purpose as defined in its Constitution. In connection with a decision on a loan or a guarantee, decisions must also be made on terms that are safe for the Student Union, a security that safeguards the loan principal and a counter-guarantee that safeguards the amount of liability guaranteed.

Provisions on guarantees and securities related to the Student Union's business operations are given in Part V of this regulation.

Section 98 Credit loss

Credit loss entries for operating finances are approved by the Board of the Student Union, acting on the proposal of the Financial Committee. For property finances, credit loss entries are approved by the Real Estate Board, acting on the proposal of the finance director. With an annual decision, the Real Estate Board may authorise the finance director to independently approve some of the credit loss up to a limit set in euros.

CHAPTER 16 – INTERNAL AUDIT

Section 99 Internal monitoring and audit in operating finances

Internal audits that are sufficient in scale must be performed in operating finances in accordance with a prepared audit plan. The internal audit may be organised in any of the following ways:

- 1) As part of the work of actual auditors by agreeing on this separately with them
- 2) As an audit performed by the Financial Committee or part of the Financial Committee
- 3) By appointing a member to the Student Union's Board to conduct internal monitoring and to report on it to the Board

Section 100 Special audit in operating finances

With the Board's decision, or if five members of the Representative Council so request, an additional special internal audit on a specified matter may be carried out in operating finances. The audit must be carried out in an appropriate manner by a party referred to in Section 108.

Section 101 Internal monitoring and audit in property finances

Internal audits that are sufficient in scale must be performed in property finances in a manner determined by the Real Estate Board and in accordance with a prepared audit plan.

The internal audit may be organised in any of the following ways:

- 1) As part of the work of actual auditors by agreeing on this separately with them
- 2) As an audit performed by the Real Estate Board or part of the Real Estate Board

CHAPTER 17 – AUDIT

Section 102 Audit in the Student Union

In accordance with the Student Union’s Constitution, Section 22, Paragraph 1, Item 4, the Representative Council appoints an audit firm for property finances and operating finances. The selected audit firm is to be the same for both property finances and operating finances. An auditor in charge must be appointed from among the audit firm.

The audit firm provides the Representative Council with an audit report on the completed audit. If the audit raises issues that require a reminder to be given or action to be taken, the audit firm must provide a separate report on the issue to the Board of the Student Union.

In accordance with Section 47 of the Student Union’s Constitution, an audit committee may be elected. The decision on establishing an audit committee must state the committee’s authority and composition as well as whether the committee only operates within operating finances or also as an audit committee for Ylva.

Section 103 Request for special audit

Before the confirmation of the financial statements, five members of the Representative Council have the right to request a report from the audit firm on individual matters in order to make a decision on the confirmation of the Student Union’s financial statements and the granting of discharge from liability. The audit firm must provide the report within a reasonable period of time. If completing the report using the appropriation reserved for the audit in the budget is not possible due to the report’s extent, the Representative Council’s consent must still be obtained in advance. The consent is not required, however, if the audit firm considers the requested report necessary in order to fulfil their duty in an appropriate manner.

PART VIII INFORMATION MANAGEMENT AND ARCHIVES MANAGEMENT

CHAPTER 18 – PROVISIONS ON INFORMATION MANAGEMENT AND THE ARCHIVES

Section 104 General provisions on information management

The Public Information Management Act (Act on Information Management in Public Administration, 906/2019) and any amendments made to it apply to the Student Union’s duties as provided for in the Student Union’s Constitution, Section 3, Paragraph 2, and the Student Union is an information management entity as defined in the act. The task of the information management entity is to arrange information management in accordance with the requirements of the act.

Information management refers to the actions based on the needs arising from the performance of the tasks of the authorities or from their other activities and information security measures for managing the datasets of authorities, their processing stages and the information included in the datasets notwithstanding the manner of their recording and other ways of processing. Dataset

means an information entity composed of documents and other corresponding information related to a specific task or service of the authorities.

The Public Information Management Act in effect at a given time applies to the processing and administration of datasets created while attending to the duties defined in the Student Union's Constitution, Section 3, Paragraph 2. In the case of other datasets, the act is applicable where appropriate.

Section 105 Responsibility for information management

The management body of the information management entity is formed by the Student Union's Board and secretary general. The management body of the information management entity must ensure that the responsibilities connected to the tasks related to information management are defined and that the descriptions provided for in the Public Information Management Act are compiled and maintained. The secretary general oversees the implementation of information management in the Student Union.

Information important to the Student Union's operations and the legal protection of individuals, such as personal data, must be protected in information management.

The Board provides more detailed provisions on attending to records management.

Section 106 General provisions on archives

The Student Union has archives, which consist of records and objects that the Student Union has received due to its duties or that have been created as the result of its activities.

In accordance with the Archives Act, records are defined as written or pictorial presentations or such electronically or otherwise produced presentations which can be read, heard or otherwise understood with the aid of technical equipment.

The Archives Act in effect at a given time (Archives Act, 831/1994) and any amendments made to it apply to the archiving of records created while attending to the duties referred to in the Student Union's Constitution, Section 3, Paragraph 2. In the case of other documents, the Archives Act applies to the archives where appropriate.

Section 107 Responsibility for archives management

The archivist, who is one of the Student Union's employees, is the person in charge of attending to the Student Union's archives. The archivist works under the supervision of the Student Union's secretary general.

The archivist directs, develops and oversees the Student Union's archives management and is responsible for the operation of the archives.

Operating finances and property finances both have their own persons in charge of archives management, and these persons are responsible for duties belonging to archives management in

their respective units. The Student Union's personnel, Board, administrative bodies established by the Board and other bodies operating within the Student Union are responsible for archiving the records related to their operations in the manner provided for in more detail by the Board.

Section 108 Storing and transferring records

Records that are important either historically or from the perspective of research are stored permanently. Other records are stored for a period determined by an act, a decree or the Board's decision. The Board issues more detailed provisions on the time periods for storing records.

The Board issues more detailed provisions on the ways of storing records and transferring them to the archives.

Archived records may also be stored outside the Student Union's archives if this serves a purpose from the perspective of archives management. In this case, the persons in charge ensure that they fulfil their archiving obligation in accordance with instructions provided by the archivist.

Section 109 Preparing, registering and processing records

The Board of the Student Union may issue further provisions on the materials and drafting methods of records.

Records that are important for the Student Union's operation or an individual's legal protection must be registered. Confidential records are registered separately from other records. The registration system must allow for the separation of permanently and temporarily stored records as well as of public and confidential records.

Records must be handled and stored in such a way that they are not damaged and that their archive connection does not change.

The Board may issue further provisions on preparing, registering and processing documents.

Section 110 Using and loaning documents

The Student Union's public records are available to those who need them. Upon request, copies of these records are provided for a confirmed fee.

If the publicity of a record in the archives is unclear, the secretary general makes a decision on its publicity based on a proposal by the archivist.

Records in the Student Union's archives are not lent unless the archivist considers this to be justified.

Section 111 Records donated to and stored in the Student Union's archives

The Student Union's archives may accept records, archives or other archival material as donations or deposits from organisations that operate or have operated under the Student Union, from

foundations, associations and other communities close to the Student Union's operations and from private individuals.

Records stored in the archives must be stored in the manner described in this chapter. The publicity of donated and stored records is determined in accordance with the instructions provided by the person donating or storing the records.

The Board of the Student Union may issue more detailed provisions on the reception of records referred to in this section.

Section 112 Issuing further provisions

The Board of the Student Union may issue more detailed provisions concerning information management and archives management on issues provided for in this chapter as well as other issues considered necessary by the secretary general or the archivist. The Board issues any provisions on information management based on a presentation by the secretary general and on archives management based on a presentation by the archivist or the secretary general.

PART IX ENTRY INTO FORCE AND MAKING AMENDMENTS

CHAPTER 19 – ENTRY INTO FORCE AND MAKING AMENDMENTS

Section 113 Making amendments to the regulation

This regulation may be amended with a decision made by the Representative Council by majority vote.

Section 114 Entry into force of the regulation

This regulation enters into force on 3 June 2021 and applies in full from that date onwards. This regulation revokes the Administrative Regulation approved on 4 December 2017.