

THE RULES OF THE STUDENT UNION OF DIACONIA UNIVERSITY OF APPLIED SCIENCES O'DIAKO

(This is an unofficial translation. If there is any contradiction between the Finnish rules and the English translation, the Finnish rules are followed.)

1§ The Student Union

The name of the student union is "Diakonia-ammattikorkeakoulun opiskelijakunta O'Diako". The Student Union of Diaconia University of Applied Sciences O'Diako may be used as the name in English. Even the abbreviation "O'Diako" may be used. The Student Union has its registered office in Helsinki. The language of the student union is the official tuition language of the UAS. The student union has self-government. The activity of the student union is based on the UAS Act 41§.

2§ Purpose and activity

The purpose of the student union is to unite its members and assist them in their societal, social, intellectual goals and goals concerning studies and the position of the student in the society.

The special purpose of the student union is:

1. To select student representatives in the multimember bodies mentioned in the UAS Act 4§ (the UAS board, the examination board and the bodies mentioned in the governance rule of the UAS).
2. To take part in arranging student health care if necessary.

The student union may own property and receive donations and have financial activity to fund the core activity and to sue and to be sued in the court.

3§ Members


The students in the degree programmes of the UAS can be ordinary members of the student union. The student union can accept as ordinary members even other students in the UAS.

The student union keeps a membership registry according to the Finnish legislation. The student union follows the good data processing practice defined in the data protection legislation.

By the approval of the board, private people and legally competent organisations can join as support members of the student union. The support membership can be cancelled by a simple majority decision of the board.

With a majority of $\frac{3}{4}$, the council may appoint people that have significantly promoted the aims of the student union as members of honour.





A member can cancel the membership by announcing the board or its chairperson in written form. The membership will be annulled immediately.

The membership of an ordinary member will be annulled automatically when the right to study expires.

A member who has not paid the membership fee is no longer regarded as a member.

The board can dismiss a member if the member has not fulfilled the membership obligations. The council can with a 2/3 majority dismiss a member who has significantly damaged the student union by his/her actions within or outside of the student union.

4§ Membership

The ordinary and support members pay a membership fee to the student union, which is decided for each academic year in the spring meeting of the council. The membership fees in different member categories may differ from each other. Members of honour are not obliged to pay membership fee.

The board decides about the way and time the membership fees are collected. The council decides the principles for returning the membership fees.

5§ The council

The supreme decisive power is held by the council. The council is elected every year. The executive director acts as the secretary of council. In case of his/her absence, the council will appoint a secretary.

The purpose of the council is:

- to select and dismiss the council chairperson and vice chairperson
- to appoint and dismiss the board chairperson, vice chairperson and the members
- to appoint the executive director and decide which other permanent employment positions the student union should have
- to select student representatives in the multimember bodies mentioned in the UAS Act Section 4
- to appoint and dismiss the financial auditors
- to approve the budget and the action plan and to define the guidelines for the finances and activity of the student union
- to decide the amount of the membership fee
- to acknowledge the annual report prepared by the board
- to confirm the financial statement and to decide discharging from liability for the accounts



- to approve the necessary regulations
- to decide of issues that significantly extend or reduce the financial activity and of purchasing, selling, mortgaging or building real estate property or flats
- to decide of the official communication methods

The council consists of twelve members and up to twelve substitutes elected among announced eligible candidates with a direct vote in the confirmed electoral districts according to the 29th section in the Associations Act. The council confirms the electoral districts annually. From each electoral district, from one to five council members are chosen depending on the amount of members in that district.

Every person who has the right to vote is eligible for candidacy. The council elections are arranged annually by the 15th of November. The right to vote is given only to those who have paid the membership fee by the deadline defined by the central elective committee.

The central elective committee is responsible of the arrangements of the elections, which are defined in detail in the elections regulation.

Each council member has one vote in the meeting and the vote may be used only personally.

A member of the board or an employee of the student union is disqualified to act as a council member. If a council member is selected as a board member or employee, a substitute is selected to replace that person for the time of mandate period or work.

If a council member loses eligibility or for some other reason is dismissed or disqualified or hindered to participate, a substitute is selected to replace that person for the time of mandate period or work. This is defined more precisely in the elections regulation.

A council with less than 12 members may continue to work if the quorum is not threatened. In case there are less than 8 members (excluding the possible board members or employees having a council mandate), additional elections have to be arranged. The council may request for additional elections even in other cases it evaluates that the quorum is threatened because of not having all 12 members.

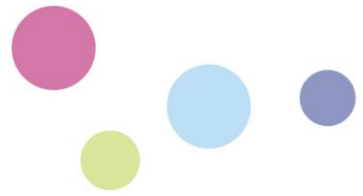
The council may dissolve and decide of new elections. The decision has to be made in the council meeting by more than 2/3 majority. The new council for the remaining mandate period has to be elected within 2 months from the decision to dissolve.

The dissolved council takes care of its responsibilities until the new council has had the constitutional meeting.

6§ The meetings of the council

The invitation to the council meetings has to be sent to all council members by email at least 7 days before the meeting. Furthermore, the meeting has to be noticed by the official communication methods. All meeting issues have to be included in the invitation. Issues not mentioned in the invitation may be taken to the agenda





with a 2/3 majority, excluding the issues mentioned in the Associations Act 23§ or dissolving of the council.

The council have at least 3 meetings:

The constitutional meeting before the mandate period, which includes:

- acknowledging the council members
- appointing the council chair- and vice chairperson and other members responsible for a certain task
- selecting the board chair and vice chairperson
- selecting the board members

The spring meeting before the end of April, which includes:

- presenting the annual report prepared by the board
- presenting the financial statement prepared by the board
- presenting the auditors' reports
- confirmation of the financial report and deciding of the measures concerning that
- deciding of discharging the board and other stakeholders from liability for the accounts
- appointing the central elective board
- confirmation of the electoral districts in the council elections
- deciding of the amount of the membership fee for the following academic year

The autumn meeting before the end of November, which includes:


- approving the action plan of the following year
- approving the budget of the following year
- nominating the financial auditors
- deciding of the amount of the meeting rewards and other trustee rewards

A council meeting is legit and has quorum if it is properly convened and at least six members including either the chairperson or the vice chairperson are present. The meeting will not lose quorum if certain people are disqualified to decide of certain issues as long as the meeting as a whole retains quorum.

The council has meetings when invited by the board, whenever the board of the council chairperson considers it necessary or when three council members ask for it for a certain purpose.

An extra meeting has to be held within a month from the day the board has received the request. An extra meeting will not be held during June or July and these months are not counted to the one month's time mentioned above.





The ordinary members of the student union, the members of honour and employees have the right to be present and to speak in the council meetings unless the council decides to restrict the rights during a certain issue.

More detailed guidelines are given in the regulations of the student union if necessary.

7§ The board

The board holds the executive power in the student union. The board is in charge of the operative management of the student union, take care of the governance and to supervise that the rules and guidelines are followed. The mandate period of the board is a calendar year.

The chairperson of the board is the president of the student union and the vice chairperson is the vice president.

The board appoint the other employees excluding the executive director.

The board consists of a chairperson, a vice chairperson and of minimum four (4) and maximum eight (8) members. A board member has to be a member of the student union. The executive director acts as the secretary of board. If absent, the board will appoint a secretary.

The board chairpersons and members are appointed in the constitutional meeting of the council.

The chairperson is appointed in the constitutional meeting of the council with a simple majority vote according to the first paragraph on Section 29 in the Associations Act. The board members are appointed in the constitutional meeting of the council with a proportional vote according to the third paragraph and the third clause on Section 29 in the Associations Act.

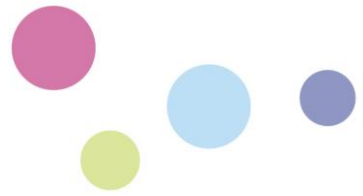
The board is invited to a meeting by the chairperson or, if absent, by the vice chairperson. The board may even give permission to the executive director to send the invitation. The chairperson has to invite the board to meeting even when 3 board members request it. The invitation to the board's constitutional meeting has to be sent at least five days before the meeting by email. The board decide of their meeting practices in the constitutional meeting.

A council meeting is legit and has quorum if it is properly convened and at least 1/2 of the members including either the chairperson or the vice chairperson are present. The council chairpersons have the right to be present and to speak in the meetings. The board may by the majority of 3/4 decide of adding an issue to the agenda that is not mentioned in the invitation. Each board member has one vote which may only be used personally.

If the council has dismissed the board or a board member before the end of the mandate period, a new board or a board member is appointed for the remaining period. If the council dismisses the chairperson of the board, the whole board is dismissed and a new board is appointed.

If the board resigns or for some other reason is dismissed, it is responsible for the necessary issues until the new board have had their constitutional meeting.





If the council resigns, even the board is dismissed.

More detailed guidelines of the board work are given in the regulations of the student union if necessary.

8 § Employees

The student union has an executive director and other employees if considered necessary. The executive director is appointed by the council. Other employees are appointed by the board. The board acts as the superior officer of the executive director. The executive director acts as the superior officer of other employees.

9 § Right to make initiative

Every council member or 10 members of the student union have the right to make an initiative to the council. The initiative is given to the board which will give their statement. The initiative is processed in the next possible council meeting.

The first person to sign the initiative has the right to be heard in the council and board meeting. The decision has to be sent to that person.

10 student union members together have the right to make an initiative to the board. The decision has to be sent to the first person to sign.

10 § Member poll

An issue which belongs to the council, excluding the issues mentioned in the Associations act 23§, has to be decided by a member poll if 2/3 of all council members request for it.

The motion in the member poll is defined by the council and it may be approved or rejected. More detailed guidelines are given in the elections regulation.

11 § Decision making

The decisions of the board and the council are made by a single majority of votes. In case of even votes the chairperson's vote is decisive. If an even vote situation happens when appointing people, the decision is made by drawing lots. When appointing people, a secret ballot is always used. In other issues, a secret ballot is used if one person requests for it.

A council or board member is disqualified to vote if they are candidates for a trustee or employee position in the same vote.





12 § Electronic decision making

Decision making in the council and the board can be arranged online or otherwise using technical solutions. The practices are defined more in detail in the regulations.

13 § The publicity of the activity and appeals

The publicity of the activity concerning the activity defined in the UAS Act 41 § follows the law concerning the publicity of the actions of a public authority.

Other documents are public to members of the student union unless otherwise stated in the law or in these rules.

Documents concerning business and real property and documents with private information are not public. The people have right to see the documents concerning themselves.

An unfinished document is not public.

The members of the student union have the right to have draft of the public minutes of the student union organs. The payments concerning these are defined by the board.

A decision concerning student union governance can be appealed to the organ which has made the decision. The process of appealing is defined in the Governance Act. The decision concerning the appeal can be appealed further to the governance court as defined in the law. The decision of the governance court cannot be appealed further. In other situations, the Associations Act is defined.

14 § People authorised to sign the name

The name of the student union is signed by the executive director, the chairperson or the vice chairperson of the board, always two people together, or one of them together with a board member or the council chairperson.

15 § Finances

The student union is obliged to keep accounts as defined in the Accounting Act.

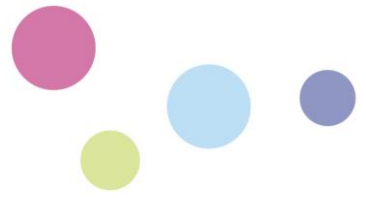
The student union has a (authorised) auditor and a substitute or the audit is done by an audit company.

The student union has a layperson auditor and a substitute.

The fiscal year of the student union equals to calendar year. The board has to compose the financial statement and to provide the required document to the auditors within three months from the end of the fiscal year.

The board has to send the financial statement and the reports of both (authorised and layperson) auditors the council attached to the meeting invitation.





16 § Amending the rules

The amendments to the rules are decided by the council in two subsequent meetings. The minimum time between these two meetings is two weeks. The amendment has to be supported at minimum 2/3 of votes in both meetings. The rules are approved by the rector of Diaconia UAS.

These rules have been approved in council meetings 8th Mar 2018 and 28th Mar 2018. The rector has approved the rules 5th Apr 2018. The rules apply from the date of the rector's approval.

