

## **Student Union of the University of Eastern Finland**

### **Rules of the Student Union of the University of Eastern Finland**

Approved for the first time by the Representative Council in its meeting on 24 Oct. 2023

Approved for the second time by the Representative Council in its meeting on 23 Nov. 2023

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#### **CHAPTER 1**

The Student Union and its members and purpose

##### **Section 1 Legal status and purpose**

The Student Union of the University of Eastern Finland, hereafter referred to as the Student Union, is a self-governing public corporation under section 46 of the Universities Act (558/2009).

The name of the Student Union is Itä-Suomen yliopiston ylioppilaskunta, which is abbreviated as ISYY. The Student Union follows the Universities Act in all its activities. The Administrative Procedure Act (434/2003) is applied to the Student Union's activities as provided in section 30 of the Universities Act.

The Student Union's purpose and duties are laid down in section 46 of the Universities Act.

##### **Section 2 Members**

All attending students who have been admitted to programmes leading to a bachelor's or master's degree at the University of Eastern Finland belong to the Student Union. The Student Union may also accept other students of the University of Eastern Finland as members. Students who have registered as non-attending are exempt from the membership fee.

The Student Union's membership fee is decided by the Student Union's Representative Council and confirmed by the Rector of the University. The Student Union's Executive Board may decide to exempt a student from the membership fee, either fully or in part, if it is evident based on the member's proven lack of funds that paying the membership fee would jeopardise the member's constitutional right to education (section 16 of the Constitution of Finland, 731/1999).

The Student Union's Executive Board may decide to exempt a member from the membership fee in part if the member proves that they have paid the membership fee of two or more student unions of Finnish universities.

### **Section 3 Decision-making**

The highest decision-making power in the Student Union is exercised by the Student Union's elected Representative Council, as laid down in these Rules. The Representative Council may not delegate matters specified in section 18, subsection 1, paragraphs 1–30 of these Rules, unless the Representative Council unanimously decides otherwise.

Elected by the Representative Council, the Executive Board exercises administrative authority, executive power, and decision-making power in the Student Union as laid down in these Rules. The Executive Board may delegate matters within its authority to the Student Union's other bodies and employees, unless specifically prohibited in these Rules. The Executive Board may not, however, delegate matters which fall within the scope of public authority.

### **Section 4 Rights of members**

The Student Union's Representative Council and Executive Board must ensure that the Student Union's members have the possibility to participate in and influence the Student Union's activities.

The Student Union must openly inform its members about what matters the Student Union is working on and how the members can influence them.

Members of the Student Union can submit written initiatives to the Student Union to promote matters. The Student Union's Executive Board must respond to the member in writing within two months of the day when the initiative was submitted.

Members of the Student Union have the right to submit written questions to the Student Union regarding the Student Union's activities. The Executive Board must respond to these questions in writing within 30 days and explain what actions were taken in response to the written question if the question was signed by at least 50 members of the Student Union. The right of Representative Council members to submit written questions is specified in section 21.

## **CHAPTER 2**

Provisions on the Student Union's administration

### **Section 5 Right to vote**

Only those members of the Student Union who have registered as attending in advance in accordance with the Student Union's Election Regulations have the right to vote in the Student Union's elections. All those entitled to vote have an equal right to vote in the elections. Proxy voting is not allowed.

More detailed provisions on the Student Union's elections are laid down in the Student Union's Election Regulations.

## **Section 6 Right to stand as a candidate in the elections**

All members of the Student Union who have registered as attending are eligible for the Student Union's Representative Council and Executive Board, with certain exceptions specified below.

The following persons are not eligible for the Representative Council:

1. members who have not registered as attending by the deadline specified in section 12, subsection 1 of the Student Union's Election Regulations;
2. members of the Central Election Committee who participate in election preparations or election observation in the elections in question;
3. employees in managerial positions in companies majority-owned by the Student Union; and
4. the Secretary General of the Student Union and the Editor-in-Chief of the Student Union's magazine.

Persons who have an employment relationship with the Student Union are not eligible for the Representative Council during their employment contract if their weekly working hours exceed five (5) hours.

The following persons are not eligible for the Executive Board:

1. employees of companies majority-owned by the Student Union; and
2. employees of the Student Union whose weekly working hours exceed five (5) hours.

## **Section 7 Disqualification**

A member or a presenting official of an administrative body of the Student Union is disqualified from participating in the consideration of a matter under the Administrative Procedure Act if:

1. the person in question or a person close to them is a party to the matter;
2. the person in question or a person close to them serves as counsel for or represents a party or a person who can be expected to experience a particular gain or loss from the decision on the matter;
3. the person in question or a person close to them as referred to in subsection 2, paragraph 1 can be expected to experience a particular gain or loss from the decision on the matter;
4. the person in question is employed by, or, in relation to the matter under consideration, works on the commission of a party or a person who can be expected to experience a particular gain or loss from the decision on the matter;
5. the person in question or a person close to them as referred to in subsection 2, paragraph 1 is a member of the board of directors, board of administration or a comparable body, or is the managing director or holds an equivalent position, in a corporation, foundation, unincorporated state enterprise or public body which is a party or can be expected to experience a particular gain or loss from the decision on the matter;

6. the person in question or a person close to them as referred to in subsection 2, paragraph 1 is a member of the board of management or a comparable body of an agency or public body and the matter in question relates to the guidance or supervision of the agency or public body; or
7. confidence in the person's impartiality is endangered for another particular reason.

In subsection 1, a close person refers to:

1. the person's spouse, child, grandchild, sibling, parent or grandparent, or a person who is otherwise particularly close to the person, or the spouse of any of these;
2. a sibling of a parent of the person or the spouse of such a sibling, a child of the person's sibling, or the person's former spouse; or
3. a child, grandchild, sibling, parent or grandparent of the person's spouse, the spouse of such a person, or a child of a sibling of the person's spouse. A corresponding step-relative is also considered to be close to the person concerned. The term 'spouse' refers to a marriage partner or a person living in marriage-like circumstances or in a registered partnership with the person concerned.

A person who is disqualified may not be present in a meeting of an administrative body during the consideration of the matter. A person who is disqualified from a Representative Council meeting may not be present during the consideration of the matter. If the disqualified person is a member of the Student Union, the person in question may be present in a meeting without participating in the consideration of the matter; this does not, however, apply when the matter is related to discharge from liability for the accounts.

### **Section 8 Document publicity**

The provisions of the Act on the Openness of Government Activities (621/1999) are applied to the openness of the Student Union's activities.

### **Section 9 The Student Union's official bulletin boards**

The Student Union's official website serves as the Student Union's official bulletin board.

## **CHAPTER 3**

The Representative Council

### **Section 10 The Representative Council and its members**

The Student Union's Representative Council consists of thirty-nine (39) ordinary members and deputy members. The Representative Council's term of office begins on 1 January and lasts two (2) years. The Representative Council holds a constitutive meeting before its term of office begins.

More detailed provisions on the Representative Council's elections, membership, and deputy membership are laid down in the Student Union's Election Regulations.

In these Rules, the term 'ordinary member' refers to an elected member of the Representative Council or a deputy member who has replaced such an elected member.

In these Rules, the term 'deputy member' refers to an unelected candidate who was a candidate in the electoral list or electoral alliance from which one or more persons were elected as ordinary members to the Representative Council or from which a person has become an ordinary member under section 25, subsection 3 of the Election Regulations.

If a member of the Representative Council loses eligibility, resigns from the Representative Council in the middle of the term, is elected to the Student Union's Executive Board, or is otherwise disqualified or prevented from participating in a meeting of the Representative Council, the member in question will be replaced as an ordinary member by a deputy member in accordance with section 25, subsections 2 and 3 of the Election Regulations.

The Representative Council states the loss of eligibility and grants resignation. Provisions on the disqualification of Representative Council members are laid down in section 7 of these Rules.

The Representative Council can unanimously declare a member to be temporarily absent if it is evident that the person in question is unable to participate in the Representative Council's work, or if the member in question notifies the Representative Council of the matter. The person who was declared absent can return to the Representative Council by notifying the Representative Council or the Chairperson of the Representative Council. The person who was declared absent will be replaced by a deputy member in accordance with section 25, subsections 2 and 3 of the Election Regulations.

### **Section 11 Convening the Representative Council**

The Representative Council convenes:

1. when the Executive Board summons the Representative Council to a constitutive meeting in the year preceding the Representative Council's term of office to discuss the matters in section 18, subsection 1, paragraphs 1–3;
2. when the Chairperson of the Representative Council or the Student Union's Executive Board considers it necessary;
3. at a time determined by the Representative Council itself; and
4. when at least thirteen (13) members of the Representative Council request a meeting to discuss a matter they have specified in writing, in which case the Representative Council must be convened within 30 days of the day when the request was received.

The notice and agenda of a Representative Council meeting must be sent or otherwise delivered in writing or electronically at least seven (7) days before the meeting to all ordinary members of the Representative Council and the number of deputy members determined by the Representative Council in its constitutive meeting. The meeting must also be announced on the Student Union's official bulletin board.

## **Section 12 Quorum in the Representative Council**

The Representative Council has a quorum when half of the Representative Council's members, including the Chairperson of the Representative Council or either of the Vice Chairpersons, are attending, and the notice of meeting was delivered in accordance with section 11, subsection 2 of these Rules. What is stated in this section does not apply to the procedure specified in section 13, subsection 6.

## **Section 13 Chairpersons of the Representative Council**

The Representative Council elects the Chairperson and the first and second Vice Chairpersons of the Representative Council from amongst its ordinary members in the constitutive meeting. Until the Chairperson has been elected, the oldest ordinary member of the Representative Council will preside over the Representative Council. The Chairperson and Vice Chairpersons are elected for one calendar year. The Chairperson of the Representative Council is also referred to as the Chairperson of the Student Union.

The election of the new chairpersons for the second calendar year of the Representative Council's term of office takes place in the last meeting of the first calendar year of the Representative Council's term of office after the new Executive Board has been elected. The chairpersons of the old Representative Council will continue working until the end of the calendar year.

Notwithstanding the provisions on relieving Representative Council members of their duties on the grounds of membership in the Executive Board, a member of the outgoing Executive Board may be elected as one of the chairpersons of the Representative Council for the following calendar year.

If the Chairperson or Vice Chairperson of the Representative Council loses eligibility, resigns, or is dismissed, the Representative Council will elect a new Chairperson or Vice Chairperson for the remaining term of office.

The Chairperson or Vice Chairperson of the Representative Council may be dismissed as a result of a vote of no confidence in accordance with section 22 of these Rules.

If the Chairperson or Vice Chairperson of the Representative Council is disqualified from participating in the consideration of a matter, a member of the Representative Council may be appointed to chair the meeting for the duration of the consideration of the matter as needed.

## **Section 14 Duties of the Chairperson of the Representative Council**

The duties of the Chairperson of the Representative Council are to:

1. convene and preside over the meetings of the Representative Council;
2. ensure and monitor that the Student Union carefully follows the laws, rules and regulations in force in its activities; and
3. confirm or refuse the interpretations of regulations presented by the Rules Committee.

If the Chairperson of the Representative Council is disqualified or prevented from performing their duties, the Vice Chairperson will act in their stead.

### **Section 15 Matters discussed in Representative Council meetings**

The agendas of Representative Council meetings are prepared by the Chairperson of the Representative Council. The Chairperson may be assisted by the Secretary General in this task. The Representative Council meeting discusses motions submitted by the Chairperson of the Representative Council, the Executive Board, and the committees operating under the Representative Council, as well as any matters added on the agenda pursuant to section 15, subsection 2.

The Representative Council may take up a matter which was not included in the notice of meeting by a two-thirds (2/3) majority vote but not, however, a matter which would require a qualified majority.

The Representative Council may, by a simple majority, reserve the right to make a decision on a matter which falls within the competence of the Executive Board or an administrative body.

The Student Union's Executive Board can make a counterproposal to an original proposal made by another administrative body.

A motion of no confidence in the Chairperson of the Representative Council or the Executive Board submitted at a Representative Council meeting must be processed in accordance with section 22 of these Rules.

The Student Union's Executive Board always holds a meeting in connection with the Representative Council meeting and participates in the Representative Council meeting. When it is quorate, the Executive Board may take over motions from the Representative Council and make changes to its own original motions.

### **Section 15a Representative Council meetings**

The Chairperson of the Representative Council presides over the meetings of the Representative Council. If the Chairperson is prevented from attending, the meeting will be presided over by the first Vice Chairperson, or, if both are prevented, by the second Vice Chairperson.

The Secretary General acts as the secretary of the meeting. The Secretary General may be assisted by technical secretaries.

### **Section 16 Right to submit motions and initiatives in Representative Council meetings**

All ordinary members of the Representative Council and the Student Union's Executive Board have the right to submit motions in a meeting.

Members of the Representative Council may make petitionary motions in the Representative Council's meetings. If the Representative Council accepts the petitionary motion, the Executive Board must, within the limits of its authority, take the measures required by the petitionary motion within 30 days. The Executive Board must inform the Representative Council within a reasonable time about the measures taken in response to the petitionary motion.

## **Section 17 Right to attend and speak in Representative Council meetings**

All members of the Student Union have the right to attend the Representative Council's meetings. The Representative Council, the Chairperson of the Representative Council, and the Executive Board may invite experts to Representative Council meetings for consultation or guests to observe the meeting and grant them the right to attend and speak.

Ordinary members of the Representative Council, members of the Executive Board, and employees of the Student Union have the right to attend and speak in the Representative Council's meetings. The meeting may grant the right to speak to other persons entitled to attend. The meeting may also grant the right to attend to other persons who have arrived at the meeting and, if it so wishes, the right to speak as well.

For a special and justified reason, the Representative Council may exceptionally decide by a two-thirds (2/3) majority to hold a partly or entirely closed session. Only ordinary members of the Representative Council, the secretary of the Representative Council, and members of the Executive Board are allowed to attend a closed session.

## **Section 18 Duties of the Representative Council**

The duties of the Representative Council are to:

1. elect the Chairperson and Vice Chairpersons of the Representative Council;
2. elect the person in charge of forming the Executive Board;
3. elect the Chairperson and Vice Chairpersons of the Executive Board and the rest of the Executive Board's members based on a proposal from the person in charge of forming the board and relieve them of their duties in accordance with these Rules;
4. elect the following calendar year's chairpersons for the Council for Chairpersons based on a proposal from the Council for Chairpersons at the end of the calendar year;
5. elect and relieve of their duties the Secretary General of the Student Union;
6. accept the Student Union's action plan, budget, and, if necessary, the supplementary budgets, and confirm business budgets;
7. determine, based on a proposal from the Executive Board, the students' membership fee, the amount of which will be confirmed by the Rector of the University of Eastern Finland;
8. elect auditors for the Student Union in accordance with Section 54 of these Rules;
9. decide on approving the Student Union's financial statements and granting discharge from liability for the accounts;
10. (deleted);
11. elect the Student Union's Central Election Committee (KVL) and its chairpersons in accordance with the Election Regulations;
12. elect the Rules Committee and its chairpersons;



- 12a. elect the Finance Committee and its chairperson;
13. establish preparatory committees which operate under the Representative Council for the duration of its term of office at the longest; the scope of the committee must be determined upon establishment;
14. decide on reserving the power of decision;
15. elect student representatives to the University Collegiate Body, the Board of the University, and Faculty Councils at the beginning of their terms of office based on a proposal from the Student Union's Executive Board;
16. fill vacant seats in the University Collegiate Body and the Board of the University based on a proposal from the Student Union's Executive Board;
17. elect representatives to the General Assemblies of the National Union of University Students in Finland (SYL), if the Student Union is a member of the SYL;
18. decide on joining and leaving communities by a two-thirds (2/3) majority;
19. decide by a two-thirds (2/3) majority in two consecutive meetings to make amendments to these Rules, which will be confirmed by the Rector of the University of Eastern Finland;
20. decide by a two-thirds (2/3) majority in two consecutive meetings to purchase, sell, or exchange real estate or to mortgage, build, or renovate real property, buildings, or facilities;
21. decide by a two-thirds (2/3) majority in two consecutive meetings to launch, terminate, substantially expand or scale down the Student Union's business activities;
22. make a decision by a two-thirds (2/3) majority in two consecutive meetings on establishing a foundation and confirm the rules of the foundation in the second session;
23. decide by a two-thirds (2/3) majority to take out a loan for a period which exceeds the Student Union's financial year; the Student Union may not, however, act as a guarantor for a loan;
24. approve the Election Regulations by a two-thirds (2/3) majority; amendments to the Election Regulations also require confirmation from the Rector of the University of Eastern Finland;
25. accept by a two-thirds (2/3) majority the Rules of Procedure, Financial Regulations, Symbol Regulations, and other regulations of the Student Union, with the exception of the rules of clubs, teams, and working groups established by the Executive Board;
26. decide by a four-fifths (4/5) majority vote to hold an indicative vote among the members, which is held by secret ballot and in which all members have equal right to vote;
27. decide on creating a new position in the Student Union;
28. decide on the Student Union's official bulletin board; and
29. decide on other matters which the Representative Council reserves for itself or which the Executive Board deems necessary to assign to the Representative Council.

Matters specified in subsection 1, paragraphs 19–22 may be decided in a single meeting of the Representative Council if the Representative Council declares the matter urgent by a majority of four fifths (4/5). After that, the decision can be made in a single session by a two-thirds (2/3) majority vote.

### **Section 19 Minutes of Representative Council meetings and service of notice**

Representative Council meetings are minuted. The minutes are examined and accepted by two (2) examiners of the minutes, who are elected by the meeting and who must be members of the Representative Council. The minutes are verified by the chairperson and secretary of the meeting. The minutes of the meeting must be signed and published within fourteen (14) days of the meeting. The minutes of the meeting must be published on the Student Union's official bulletin board and kept public for at least twelve (12) months.

When the Student Union makes a decision which concerns the exercise of public authority, membership fees, or some other non-personal matter, the Student Union will use service by publication and publish the decision on the Student Union's official bulletin board.

A person is considered to have been notified of a decision according to the provisions on the service of decisions in section 86, subsection 3 of the Universities Act.

When making appointment decisions under section 58 of these Rules, the Student Union must notify all parties concerned of the decision and the grounds for the decision in addition to service by publication. The Student Union's service of notice procedure follows the provisions on the service of decisions laid down in section 56 of the Administrative Procedure Act.

### **Section 20 Voting in Representative Council meetings**

In a meeting of the Representative Council, each Representative Council member entitled to vote has one vote, and the right to vote is personal. Votes cast in a Representative Council meeting are counted by two (2) tellers who are elected by the Representative Council from amongst its members. A trial vote can be held by a show of hands before the actual vote, but not before electing people to positions.

Voting is conducted by roll call unless a member of the Representative Council demands a secret ballot. A secret ballot is always used when electing people to positions.

Unless otherwise stated in these Rules, the Representative Council makes decisions by a simple majority vote. In the event of a tie, the Chairperson has the casting vote, but electoral ties are resolved by lot.

In case there is only one vacancy to be filled in the election and none of the candidates receives more than half of the votes cast, a second vote will be held between the two candidates who received the most votes in the first vote. The person who received the most votes in the second vote will be elected. If the second vote results in a tie, the matter will be resolved by lot.

If there is more than one vacant seat to be filled, the vote will be conducted by single transferable vote so that one voter can vote for as many candidates as there are vacant seats. The votes listed on each ballot are ranked and distributed among the candidates as follows: the first name on the ballot paper gets one vote, the second gets half a vote, the third gets one third of a vote, and so on.

Voters may choose to leave some of the places empty, meaning that no candidates get votes from those places. If a ballot paper has more names on it than there are vacant seats, the ballot paper will be rejected. The same rule applies if any of the names on the ballot paper is not on the list of candidates or if it is not clear from the ballot paper whom the voter meant. Candidates are elected in the order determined by the number of votes received by the candidates.

### **Section 21 Written questions**

Members of the Representative Council have the right to submit written questions to the Student Union regarding the Student Union's activities. The Executive Board must respond to the question in the next Representative Council meeting and explain what actions were taken in response to the written question if the question was signed by at least 10 members of the Representative Council.

### **Section 22 Vote of confidence**

A vote of confidence/no confidence may be held in the Chairperson and Vice Chairperson of the Representative Council, the Executive Board, a member of the Executive Board, or another administrative body of the Student Union.

A motion of no confidence can be put forward by one third (1/3) of the ordinary members of the Representative Council, or during a Representative Council meeting by one third (1/3) of the attending members of the Representative Council. The chairperson of the body or the person whom the confidence motion concerns must be notified without delay. The person or body which received the motion of no confidence must provide an oral or written response in the next meeting of the Representative Council. If the motion of no confidence is directed against the Chairperson or Vice Chairperson of the Representative Council, the response must be given in accordance with section 22(5) of these Rules. If the motion of no confidence is directed against the Executive Board or a member of the Executive Board, the response must be given in accordance with section 22(6) of these Rules. The person or administrative body which received the motion of no confidence can resign, in which case the Representative Council will choose the successor in the next meeting.

The motion of no confidence will be processed in the next Representative Council meeting, which must be convened within thirty (30) days of the day when the motion of no confidence was put forward.

If the Representative Council states that it no longer has confidence in the administrative body which received the motion of no confidence, the administrative body in question will be considered relieved of its duties.

A vote of no confidence in the Chairperson or Vice Chairperson of the Representative Council can be initiated in a meeting of the Representative Council during any agenda item. Discussion on the matter at hand will then be suspended until the vote of no confidence has been processed. The Representative Council meeting will be suspended for no longer than one hour, after which a response to the confidence motion must be given. If the Chairperson or Vice Chairperson is not deemed to hold the confidence of the Representative

Council, the Representative Council will immediately elect a new one and proceed to discuss the interrupted item on the agenda.

A vote of no confidence in the Executive Board or a member of the Executive Board can be initiated in a meeting of the Representative Council during any agenda item. The meeting will then be suspended for no longer than one hour, after which a response to the confidence motion must be given. If the Executive Board or a member of the Executive Board is not deemed to hold the confidence of the Representative Council, the Representative Council will elect a new person to form the board and a new Executive Board, or a new member to the Executive Board if the Chairperson of the Executive Board nominates a new member, after which the interrupted item on the agenda will be picked up again.

### **Section 23 Reserving the power of decision**

The Representative Council may decide, under section 15, subsection 3 of these Rules, to reserve the right to make a decision on a matter which falls under the authority of the Executive Board or other administrative body. After reserving the power of decision, the Representative Council must make the required decision on behalf of the administrative body in question.

The Representative Council may decide to reserve the right to make a decision on a specific matter. In such case, the decision on the matter will be made by the Representative Council, not by the administrative body to which the matter would normally belong. The administrative body from which the power of decision was taken will submit a motion on the matter to the Representative Council if the matter falls within the scope of public authority.

### **Section 24 Rules Committee**

The Representative Council elects the Rules Committee from amongst its members. The Representative Council must elect representatives to the Rules Committee from as many Representative Council groups as possible. At least six (6) and up to eight (8) members and, if necessary, up to four (4) deputy members in order are elected to the committee. The Representative Council elects the chairperson and vice chairperson of the committee from among the members of the committee. The Rules Committee may invite experts for consultation.

Rules Committee meetings are convened by the chairperson of the Rules Committee, or, in their absence, by the vice chairperson, at least seven (7) days before the meeting by email. The notice of meeting must state what matters will be discussed. The Rules Committee meeting has a quorum when at least half of the members of the Rules Committee, including the chairperson or vice chairperson, are attending.

Rules Committee meetings are held as closed sessions.

The minutes of Rules Committee meetings are reviewed, approved, and signed by the chair of the meeting.

The duties of the Rules Committee are to:

1. draft amendments to the Student Union's rules at the initiative of the Executive Board or Representative Council;

2. give statements to the Student Union's other bodies when these bodies are processing an appeal or a request for an administrative review; and
3. give a binding regulatory interpretation to the Chairperson of the Representative Council in the event of any conflicting interpretations of the Rules of the Student Union.

Confirmed interpretations of the rules must be published on the Student Union's official bulletin board and in the Student Union's collection of rules and regulations. The presenting official of the Rules Committee is responsible for maintaining the Student Union's collection of rules and regulations.

#### **Section 24a Finance Committee**

The Student Union has a Finance Committee for preparing financial matters. At the beginning of its term of office, the Representative Council appoints at least four (4) and no more than six (6) members of the Student Union and up to four (4) deputy members to the committee. The Executive Board also appoints at least one (1) and no more than three (3) expert members as ordinary members of the Finance Committee. The Representative Council elects the Chairperson of the Finance Committee from among the members of the Finance Committee. The Finance Committee elects a Vice Chairperson from among its members. The members of the Finance Committee must be familiar with and interested in finances. A member of the ISYY Executive Board cannot act as a member of the Finance Committee.

The presenting official and secretary of the Finance Committee is the Student Union's Secretary General.

Finance Committee meetings are held as closed sessions.

All full members of the Finance Committee have the right to attend, speak, vote, and make motions in the Finance Committee's meetings. The Secretary General has the right to attend, speak and make motions in the committee's meetings. The Chairpersons of the Representative Council, the Chairperson of the Executive Board, and deputy members of the Finance Committee have the right to attend and speak in the Finance Committee's meetings. The Finance Committee may also invite other persons to its meetings as it deems necessary and grant them the right to attend and speak.

The decision taken by the committee will be the one seconded by a majority of the voting committee members. In the event of a tie, the chairperson of the committee will have the casting vote.

Finance Committee meetings are convened by the chairperson of the Finance Committee, or, in their absence, by the vice chairperson, at least seven (7) days before the meeting by email. The notice of meeting must state what matters will be discussed. The Finance Committee meeting has a quorum when at least half of the members of the Finance Committee, including the chairperson or the vice chairperson, are present.

The minutes of Finance Committee meetings are reviewed, approved, and signed by the chair of the meeting.

The particular duties of the Finance Committee are to:

1. issue recommendations, statements, and motions to the Student Union's bodies regarding financial activities (such as the budget, real estate, and investments);

2. draft amendments to the Student Union's financial regulations, investment strategy, and medium-term financial plan;
3. monitor the development of the Student Union's financial situation and the factors affecting it, and give recommendations for financial measures at least once a year;
4. issue statements on important financial decisions to the Student Union's Representative Council at the request of the Representative Council or Executive Board; and
5. give recommendations on corporate governance in the Student Union's business activities.

Recommendations, statements, and initiatives made by the Finance Committee must be announced in the next Representative Council meeting.

In the performance of its duties, the Finance Committee is entitled to receive information and reports on the financial measures taken by the Student Union's Executive Board and employees and on the Student Union's business actions.

### **Section 24b Preparatory Committee**

*(Enters into force no earlier than 1 January 2022)*

The purpose of the Student Union's Preparatory Committee is to discuss and prepare matters referred to the Representative Council by the Executive Board. The members of the Preparatory Committee are the chairpersons of council groups, and their deputy members are the vice chairpersons of council groups. The chairperson of the Preparatory Committee is the Chairperson of the Representative Council, and its vice chairpersons are the Vice Chairpersons of the Representative Council. The presenting official of the Preparatory Committee is the Chairperson of the Executive Board, or, in their absence, the Vice Chairperson of the Executive Board. The Preparatory Committee elects a secretary from among its members.

Council groups elect the group chairpersons from among their members. Persons who act as ordinary members or deputy members of the Representative Council in accordance with section 25 of the Student Union's Election Regulations are considered members of the council groups. Each representative belongs to the group from whose electoral list they were elected to the Representative Council. Council group chairpersons are recorded in the minutes of the Representative Council's meetings.

Preparatory Committee meetings are held as closed sessions. All members of the Preparatory Committee have the right to attend, speak, vote, and make motions in the Preparatory Committee's meetings. The Chairperson of the Representative Council, the Chairperson of the Executive Board, and the Secretary General have the right to attend, speak, and make motions in the committee's meetings. Committee chairpersons have the right to attend and speak in the meetings. When the committee votes on a matter, each committee member has as many votes as their group has ordinary members in the Representative Council.

The committee's decision is the motion which received the most votes in the meeting. In the event of a tie, the chairperson will have the casting vote.

The Preparatory Committee's meeting agenda is the agenda of the next meeting of the Representative Council. The Preparatory Committee may discuss all items which are proposals from the Executive Board to the Representative Council, with the exception of appointment decisions. The committee has the possibility to make a counterproposal to an original proposal made by the Executive Board.

Preparatory Committee meetings are convened by the Chairperson of the Representative Council, or, if the Chairperson is prevented, by the Vice Chairperson of the Representative Council. A meeting must be convened if at least half of the committee's members request it.

The notice of meeting must be sent by email at least one day before the meeting. It is not possible to convene a meeting before the notice of meeting and the meeting agenda have been sent. The committee meeting has a quorum when the committee's chairperson and at least half of the committee's members are present. The chairperson of the committee must send the decisions to the Secretary General without delay.

### **Section 25 Committees needed by the Representative Council**

The Representative Council can establish committees for the duration of its term of office at the longest. The Representative Council decides the committee's duties, scope, and members when establishing the committee. A committee has at least five (5) members, who are appointed in a meeting of the Representative Council. A committee may make motions to the Representative Council or the Executive Board regarding matters within its domain. A member of the ISYY Executive Board cannot act as a member of a committee.

Committee meetings are convened by the committee's chairperson, or, if the chairperson is prevented, by the vice chairperson, at least seven (7) days before the meeting by email. The notice of meeting must state what matters will be discussed. The committee meeting has a quorum when at least half of the committee's members, including the chairperson or vice chairperson, are present.

The minutes of committee meetings are reviewed, approved, and signed by the chair of the meeting.

If a chairperson or a member of a committee resigns, the Representative Council's meeting decides on the resignation and fills in the vacant seat as needed.

The minutes of committee meetings are reviewed, approved, and signed by the chair of the meeting.

## **CHAPTER 4**

The Executive Board

### **Section 26 Composition of the Executive Board**

The Executive Board of the Student Union has a Chairperson and two Vice Chairpersons and at least four (4) and up to eight (8) board members. The Executive Board is elected for one calendar year. A Representative Council member elected to the Executive Board will be ineligible for the Representative Council during their time in the Executive Board.

## **Section 27 Electing the person in charge of forming the Executive Board**

The Representative Council elects the person in charge of forming the Executive Board in the constitutive meeting held before the beginning of its term of office in accordance with section 11, subsection 1, paragraph 1 of these Rules, and in the last meeting of its first operating year, or in a meeting in which the Executive Board receives a motion of no confidence from the Representative Council under section 22 of these Rules. A member of the Student Union who is eligible for membership in the Executive Board is also eligible for the role of the person in charge of forming the board. If there is only one candidate for the role of the person in charge of forming the Executive Board, that person will be considered elected to the role. If there is more than one candidate, the person in charge of forming the Executive Board will be elected by a secret ballot. In case none of the candidates receives more than half of the votes cast in the first round of votes, a second ballot will be held between the two candidates who received the most votes. The person who gets the majority of the votes on the second ballot will be elected. In the event of a tie, the matter will be resolved by lot.

## **Section 28 Electing the Executive Board**

Once the Representative Council has elected the person in charge of forming the board, this person must make a proposal on the Chairpersons of the Executive Board and the number and names of the members of the Executive Board in the same meeting. If the Representative Council accepts this proposal, the persons nominated by the person in charge of forming the board will be elected as the Chairperson, Vice Chairperson, and members of the Executive Board. If the Representative Council does not accept the proposal of the person in charge of forming the board, another vote to elect the person in charge of forming the board will be held in accordance with section 27. The same person may be elected again as the person in charge of forming the board. The procedure is continued until the Executive Board has been appointed.

The Executive Board appoints the Chairs of Campus Boards among itself in its constitutive meeting.

## **Section 29 Filling vacant seats in the Executive Board**

If a member or the Vice Chairperson of the Executive Board loses eligibility in the middle of the term of office, is relieved of their duties, or resigns from the Executive Board, the Chairperson of the Executive Board must propose a new board member or Vice Chairperson to the Representative Council. If the Representative Council refuses to accept the nominated candidate, the Chairperson of the Executive Board will nominate a new candidate. If there are several candidates, the list of candidates must be accepted or turned down in its entirety. This procedure will be continued until the Representative Council accepts the proposal of the Chairperson of the Executive Board. The Chairperson of the Executive Board may not propose the same list of candidates which was already turned down by the Representative Council. If a board member is elected to fill the vacant seat of the Vice Chairperson of the Executive Board, the Chairperson of the Executive Board will nominate a person to fill the vacant board member's seat. If the Chairperson of the Executive Board loses eligibility or resigns in the middle of the term of office, the Chairperson of the Representative Council will convene the Representative Council without delay to elect a new Executive Board.



## **Section 30 (deleted)**

## **Section 31 Duties of the Executive Board**

The duties of the Executive Board are to:

1. exercise the Student Union's right to be heard, act as the plaintiff and defendant on behalf of the Student Union before courts of law, enter into agreements and take legal action on behalf of the Student Union, and represent the Student Union in other ways as well;
2. decide on the Student Union's membership criteria;
3. elect student representatives to the University's administrative bodies, with the exception of Faculty Councils at the beginning of their terms of office, the University Collegiate Body, and the Board of the University, as specified in section 18, subsection 1, paragraphs 16 and 17 of these Rules;
4. fill vacant seats in Faculty Councils in the middle of their terms;
5. prepare matters for Representative Council meetings, excluding matters relating to the following: the election of the person in charge of forming the board, the election of the Representative Council's Chairpersons, confidence motions against the Executive Board or the Chairpersons of the Representative Council, questions pertaining to the rules of procedure of meetings, petitionary motions, and the reservation of the power of decision;
6. act as the presenting official in matters in which the Representative Council exercises public authority;
7. ensure the implementation of the Representative Council's decisions, unless implementation has been assigned to some other body;
8. select employees of the Student Union and relieve them of their duties, with the exception of the Secretary General;
9. approve the job descriptions of the Student Union's employees and decide on leaves of absence and substitute arrangements;
10. prepare the budget, action plan, and financial statements for the Representative Council;
11. give a report to the Representative Council on the Executive Board's activities between the Representative Council's meetings, and annually a report on the activities of the Student Union;
12. approve clubs and the Club Regulations;
13. elect the chairperson of the Council for Chairpersons based on a proposal from the Council for Chairpersons if the previous chairperson resigns in the middle of the calendar year;
14. oversee the Student Union's administration, finances, property, and financial management and supervise the work of financial personnel;
15. handle, process, and decide on other matters which have not been assigned to the Representative Council or another administrative body in these Rules or in some other manner;

16. elect at least one (1) and up to three (3) expert members to the Finance Committee; and
17. establish working groups as needed.

The Executive Board can refer a matter which falls under its authority to the Representative Council, with the exception of matters relating to the public duties laid down in law. The Executive Board may reserve the right to make the decision on a matter which falls within the competence of a working group, the Council for Chairpersons, a team, a club, or an employee. The Executive Board may not reserve the presentation duty in public tasks laid down in law. The Executive Board may make a separate decision to delegate administrative, executive and decision-making powers to another administrative body or person in matters within its competence. The Executive Board may not delegate the tasks defined in paragraphs 2, 3, 4, 6, 11, 13 and 14 of subsection 1 of this section.

### **Section 32 Convening a meeting and quorum**

The notice of an Executive Board meeting must be sent in a manner determined by the Executive Board in its constitutive meeting. The notice of meeting must state what matters will be discussed. The constitutive meeting of the Executive Board is convened by the Chairperson of the Executive Board five (5) days before the meeting by email. The Executive Board may hold a constitutive meeting before its term of office begins. The Executive Board is convened by the Chairperson, or, if the Chairperson is prevented, by the Vice Chairperson. The Executive Board must meet if the Chairperson, Vice Chairperson, or two (2) board members request it. The Executive Board's meeting has a quorum when it is convened in accordance with these Rules and at least half of the Executive Board's members, including the Chairperson or Vice Chairperson, are present.

### **Section 33 Right to attend, speak, and make motions in Executive Board meetings**

The Chairpersons of the Representative Council and the Secretary General have the right to attend and speak in the Executive Board's meetings. The right to attend also applies to all employees of the Student Union, the chairpersons in the Council of Chairpersons, and chief executive of companies owned or majority-owned by the Student Union, to whom the Executive Board may also grant the right to speak. Executive Board members and the Secretary General have the right to make motions in the Executive Board's meetings. Other employees have the right to submit motions regarding matters within their sector's scope. The Executive Board may also choose to grant the right to attend and speak in a meeting to other persons and invite experts to its meetings.

### **Section 34 Prohibition of execution**

If the Executive Board considers that a decision made by the Representative Council is against the law, was not made in the proper order, or falls outside the Representative Council's authority, the Executive Board must refuse to execute the decision and notify the Representative Council without delay to arrange for the reconsideration of the matter. In addition to that, the Executive Board must ask the Rules Committee for a statement on the matter.

### **Section 35 Minutes and the list of decisions**

The secretary of the Executive Board is the Secretary General or other person appointed specifically as the keeper of minutes. The minutes of Executive Board meetings are verified, approved, and signed by the chair of the meeting. The keeper of the minutes confirms the minutes by signing them. The minutes of the meeting must be signed within a week of the meeting. The lists of the Executive Board's decisions must be published on the Student Union's official bulletin board within seven (7) days of the day when the minutes were reviewed, and they must be kept public for at least twelve (12) months after publication.

### **Section 36 Authorised signatories**

The people who can sign on behalf of the Student Union are the Chairperson of the Executive Board or the Vice Chairperson of the Executive Board and the Secretary General, with two persons always signing together.

The Secretary General has a limited right to sign alone on behalf of the Student Union in routine administrative matters.

### **Section 37 (deleted)**

### **Section 38 Working groups needed by the Executive Board**

The Executive Board may establish and disband working groups as needed. The Executive Board defines the duties, term, scope, and members of the working groups when establishing them. The Executive Board elects the members, and, if necessary, the deputy members of the working groups. If necessary, the Executive Board may change members of working groups in the middle of the term. Working groups can submit motions to the Executive Board on matters within their domain. The term of office of a working group can be indefinite.

### **Section 39 Teams needed by the Executive Board**

If necessary, the Student Union's Executive Board can set up teams to produce activities which are visible to the Student Union's members. The Executive Board decides the team's purpose, budget, and term of office.

The Executive Board selects the team members and the team leader from among the members of the Student Union.

The teams must arrange their activities so that any member of the Student Union has the opportunity to participate in their activities.

Team members and team leaders are not paid.

Teams can submit motions on matters within their scope to the Student Union's Executive Board.

## **CHAPTER 5**

Campus administration

## **Section 40 Councils for Chairpersons**

All campuses on which the Student Union operates have a Council for Chairpersons. The members of a Council for Chairpersons are the chairpersons of all the student associations on that campus, and their deputy members are representatives appointed by the student associations. If no deputy member has been appointed, the vice chairperson of the student association will act as the deputy member.

Members of the Student Union's Executive Board and the Chairpersons of the Representative Council have the right to attend and speak in the meetings of the Council for Chairpersons.

The Council for Chairpersons is chaired by a person appointed by the Representative Council based on a proposal from the Council for Chairpersons. The Council for Chairpersons must submit their proposal no later than in November of the previous calendar year. The Council for Chairpersons elects a vice chairperson from among its members.

The Council for Chairpersons can submit motions to the Student Union's Executive Board.

## **Section 41 Clubs**

Members of the Student Union can establish clubs, which must be approved by the Student Union's Executive Board. The Executive Board approves the Student Union's Club Regulations, which the clubs must follow. The Student Union's Executive Board has the right to issue a written warning to a club which violates the Club Regulations. The Student Union's Executive Board has the right to disband a club if it continues to violate the Club Regulations in spite of receiving two (2) written warnings.

Clubs can submit motions to the Student Union's Executive Board regarding matters within their scope.

Clubs are open to all members of the Student Union. Clubs can collect participation fees.

## **Section 42 Student associations**

The Student Union keeps a list of student associations, which is approved by the Student Union's Executive Board.

Registered associations representing the students of one or more main subjects at the University of Eastern Finland can be accepted to the list of student associations. There can only be one student association per subject on the same campus. A student association can operate on more than one campus. Student associations have the right to apply for the Student Union's association grants and to elect their representatives to the Student Union's sections in accordance with section 40, subsections 2 and 3 of these Rules.

## **Section 43 Campus associations**

The Student Union keeps a list of campus associations, which is approved by the Student Union's Executive Board. Associations whose primary activity consists of student activities, and more than half of whose membership consists of members of the Student Union, can be accepted to the list of campus associations.

Campus associations have the right to apply for the Student Union's association grants.

## **CHAPTER 6**

### **Employees**

#### **Section 44 Creating a position**

The positions of the Student Union's employees are created by the Representative Council. The Executive Board fills a position if the necessary funds have been allocated for it in the budget.

The Executive Board may create a temporary position with an employment contract of no more than three (3) months if sufficient funds have been allocated for it in the budget.

#### **Section 45 Filling a vacancy**

Open positions and temporary posts in the Student Union are filled by the Executive Board using an open call for applications procedure in cases where the employment contract lasts more than twelve (12) months. The Secretary General may fill a position or a temporary post lasting up to twelve (12) months without an application procedure if urgency or a specific reason so requires.

The application period for the positions of the Secretary General and the Editor-in-Chief must be at least thirty (30) days. For other positions, the application period is at least fourteen (14) days. The application period may be extended and a position may be declared re-opened for applications by a decision of the Executive Board if the Executive Board deems it necessary.

Vacancy announcements are published at least on the official bulletin board of the Student Union. Vacancies must also be advertised in other means determined by the Representative Council.

#### **Section 46 Secretary General**

The Student Union must have a Secretary General. The Secretary General acts as the presenting official in cases where the Student Union exercises public authority or elects people to positions under section 58 of these Rules. The Student Union may not make decisions which involve the exercise of public authority without following the presentation procedure. If the Secretary General is disqualified or prevented from acting as the presenting official in a matter relating to the exercise of public authority, the Executive Board will appoint another person, who must be an employee of the Student Union, as the presenting official in the matter in question. This person has the right to refuse the role.

If the Secretary General is temporarily disqualified or prevented from performing their duties, the Executive Board must immediately appoint an employee to carry out their duties. This employee has the right to refuse the task under subsection 1.

If the Secretary General is permanently disqualified or prevented from performing their duties, the Executive Board must begin immediate preparations to fill the post of the Secretary General.

The Student Union's Representative Council may not establish or eliminate the position of the Secretary General.

## **CHAPTER 7**

### **Finances**

#### **Section 47 Financial year**

The Student Union's financial year is a calendar year.

#### **Section 48 Determining the membership fee**

The Representative Council decides on the membership fees by a simple majority vote before accepting the budget for the next financial year. The membership fee is confirmed by the Rector of the University of Eastern Finland. The Representative Council decides on changing the membership fee for the coming academic year by a two-thirds (2/3) majority. If the majority cannot be obtained, the old membership fee will remain in force.

The Executive Board decides the method and time of collecting the membership fee.

#### **Section 49 Action Plan**

The Representative Council decides on the Student Union's Action Plan for the next financial year.

The Action Plan provides the framework for the budget and its implementation, which the Executive Board must follow.

#### **Section 50 Budget**

The Representative Council approves the Student Union's budget before the beginning of the next financial year. Budget implementation is the Executive Board's duty. The Executive Board may not exceed the sum allocated in the budget or spend the sum on purposes not stated in the Action Plan without the Representative Council's consent. More detailed provisions on the budget and its implementation are laid down in the financial regulations as needed.

#### **Section 51 Remuneration paid to people in positions of trust**

Persons who hold positions of trust in the Student Union may be remunerated for performing their duties. The Representative Council decides on the remuneration paid to the Representative Council's Chairpersons. The Executive Board decides on the remuneration paid to members of other administrative bodies and other persons in positions of trust.

#### **Section 52 Acquisition of funds**

The Student Union is entitled to accept wills, testaments, and donations and to collect funds to implement its purpose. The Student Union may also own real estate as well as movable property and other tangible assets, stocks and other bonds and book entries, and do business either as a part of its own operations or through a company owned fully or in part by the Student Union.

## **Section 53 Funds**

The Student Union may have funds, and any decisions regarding their purpose, establishment, and termination are made by the Representative Council by a two-thirds (2/3) majority. The Representative Council decides on the rules of the fund in the meeting in which the fund is established.

## **Section 54 Auditors and voucher examiners**

The Representative Council must elect an auditor and a deputy auditor for the Student Union. If the auditor is an audit firm, no deputy auditor need be elected. The Representative Council may also elect up to two (2) voucher examiners from among its members.

## **Section 55 Financial statements**

The Executive Board must ensure that the financial statements are drawn up and approved at the end of each financial year and submit the financial statements to the auditors by the 20th of March following the financial year.

The auditors must submit an auditor's report to the Executive Board within two (2) weeks of the day when the financial statements were submitted to them. The Representative Council must discuss and approve the financial statements by the end of April.

## **CHAPTER 8**

Public duties laid down in law

### **Section 56 Public duties and the presentation procedure**

When the Student Union is working on a matter relating to the exercise of public authority, the process must follow the provisions of the Administrative Procedure Act on the consideration of a matter. Moreover, the consideration of such matters requires particular care and a presentation procedure.

Duties which fall within the scope of public authority include, but are not limited to, the following:

1. the amount of the membership fee;
2. the particular duties laid down in section 46, subsection 2 of the Universities Act; and
3. participation in the implementation of the educational mission of the university, referred to in section 2 of the Universities Act, by preparing students for an active, informed, and critical citizenship.

When the decision falls under the purview of the Representative Council, the presenting official is the Executive Board. When the decision falls under the purview of the Executive Board, the presenting official is the Secretary General. The presenting official must remain independent and impartial while preparing the presentation. The presenting official must make the preparations for appointment decisions based solely on the applications, or, where necessary, based on applications and interviews.

In the exercise of public authority, members of an administrative body and employees of the Student Union will be considered disqualified according to what is provided in section 7 of these Rules.

## **Section 57 Membership fees**

When preparing a proposal on the amount of the membership fee for the coming financial year, the Student Union's Executive Board must take into account the budget it has drafted, the Student Union's financial situation, the necessary investments, and depreciations.

## **Section 58 Student representatives in the University's administration and at the FSHS**

When the Student Union's Representative Council or Executive Board is electing student representatives to the administrative bodies stated in chapter 3 of the Universities Act or the bodies of the FSHS, a specific application, presentation and election procedure will be followed.

All members of the Student Union are eligible for the administrative bodies stated in subsection 1, unless they are ineligible for the administrative body under the provisions on disqualification in university activities in section 30, subsection 1 of the Universities Act.

Members of the Student Union's Representative Council and Executive Board, as well as the Secretary General, are disqualified from acting as the presenting official or a member of a decision-making body if they at any point influence the application process before the presenting official's presentation. Applying to an administrative body is also deemed as an action to influence the application process.

### **Section 58a Application procedure**

The presenting official announces vacant seats in the administrative bodies mentioned in section 58, subsection 1. The length of the application period must be at least fourteen (14) days, and the call for applications must be published on the Student Union's official bulletin board. Applications must be submitted in writing. Applications submitted after the end of the application period must not be processed. If the application period has to be extended for a particular reason, or if the positions have to be declared vacant again, a separate justified decision must be made in accordance with section 19, subsection 4. If the application period is extended, it must be extended by at least seven (7) days. The same application procedure applies to other positions of trust for which the Student Union nominates a representative.

### **Section 58b Presentation procedure**

After the application period has ended, the presenting official gives a proposal and justifications to the administrative body which will make the decision. The presenting official can interview the applicants as needed. If the presenting official only interviews some of the applicants, a justified decision under section 19, subsection 4 must be made.

### **Section 58c Selection and appointment procedure**

Representatives to administrative bodies are elected by the Student Union's Representative Council based on a proposal from a preparatory working group for a justified reason under section 58b of the Rules of the Student Union. The administrative body in charge of the selection may choose to interview one or more of the applicants. If it is decided that an interview will be held, at least the persons proposed by the presenting official must be interviewed.



If there are no counterproposals, the nominated persons will be considered elected. A member of an administrative body in charge of the selection can make a justified counterproposal, in which case a vote will be held under section 20. The proposal can also be returned to drafting if this does not actually prevent decision-making or unreasonably hinder the work of the administrative body which the selection concerns.

The decision must be justified in accordance with section 45 of the Administrative Procedure Act.

### **Section 59 The educational mission specified in section 2 of the Universities Act**

The presenting official must take particular care when preparing matters pertaining to the Student Union's participation in the implementation of the educational mission of the university by preparing students for an active, informed and critical citizenship, as stated in section 2 of the Universities Act.

## **CHAPTER 9**

Special provisions

### **Section 60 Symbols of the Student Union**

Provisions on the Student Union's emblems and decorations, as well as their usage and award criteria, are laid down in the Student Union's Symbol Regulations.

### **Section 61 (deleted)**

### **Section 62 Honorary members**

The Student Union's Representative Council may invite a person or organisation to join as an honorary member by a unanimous decision based on a proposal from the Executive Board. The Student Union keeps a public list of the honorary members on its official bulletin board.

### **Section 63 Other provisions**

In addition to these Rules and the acts mentioned in these Rules, the Student Union carefully follows the current legislation in all its activities. In the event of any discrepancies between these Rules of the Student Union and the Council-approved Election Regulations, Rules of Procedure, Financial Regulations, or other regulations of the Student Union, these Rules will apply.

In the event of any discrepancies between the Election Regulations and the Council-approved Rules of Procedure, Financial Regulations, or other regulations of the Student Union, the Election Regulations will apply.

## **CHAPTER 10**

Appeals

### **Section 64 Request for an administrative review**

A party dissatisfied with an administrative decision made by the Student Union may lodge a request for an administrative review with the party who made the decision. The request for an administrative review must

be submitted in writing within 30 days of the date when the decision was served. A member of the Student Union is deemed to have been notified of the decision when the decision has been made publicly available, as stated in section 86 of the Universities Act.

Following the request for an administrative review, the party who made the decision can amend or rescind the earlier decision or reject the request. The decision must give a reasoned response to the claims presented in the request. The processing of requests for an administrative review must be in accordance with chapter 7a of the Administrative Procedure Act and section 86 of the Universities Act.

The decision made as a result of the request for an administrative review will be published on the Student Union's official bulletin board and served to the person who filed the request.

### **Section 65 Appeal**

The decision made as a result of the request for an administrative review may only be appealed by the person who filed the request for an administrative review. The appeal must be submitted to the Administrative Court of Eastern Finland in accordance with the Administrative Judicial Procedure Act within 30 days of the service of the decision.

### **Section 66 Special appeal provisions**

An administrative review may be requested by anyone to whom the decision applies or whose right, obligation, or interest is directly affected by the decision, and by members of the Student Union.

Decisions of administrative bodies of the Student Union which can be appealed must be accompanied by appeal instructions.

The only decisions which cannot be appealed against are decisions relating to preparation or execution.

Requests for an administrative review must be processed as urgent.