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These Club Regulations shall instruct the activity of the clubs in the Student Union of the University of Eastern Finland. Later in these Regulations the Student Union of the University of Eastern Finland (ISYY) is mentioned as the Student Union.

The Club Regulations of the Student Union of the University of Eastern Finland

Accepted by the Executive Board in its meeting 27/2021 on the 2nd of September 2021.

Section 1 – Scope of application

A club is a non-profit community that operates under the Student Union and which the Executive Board of the Student Union has approved as a club of the Student Union. All members of the Student Union can participate in club activities. Clubs are liable to obey the Rules of the Student Union. The term of a club is one calendar year.

The budget of a club is accepted by the Representative Council of the Student Union. A staff member of the Student Union adds new clubs to the club directory and makes sure that the clubs' contact information is up-to-date in the club directory.

The Chair of the club's board is responsible for informing a staff member of the Student Union about changes in the club's contact information. Notification about changes in the club's contact information is made by using a form.

Section 2 – Clubs of the Student Union

A club is not an independent body corporate. A club cannot have own assets or properties. A club of the Student Union may use, after having permission, the name of the Student Union or its abbreviation in the name and activity of the club. A club cannot register into the Register of Associations by using the name of the Student Union or its abbreviation.

All club activity must be open for all members of the Student Union, and the activities should be advertised through the communication channels of the Student Union. All club activity must be targeted to the members of the Student Union.

The function and the objectives of the club must correlate with the function and objectives of the Student Union. Only one club with the same function can exist on the same campus. The Executive Board of the Student Union interprets the similarities in clubs' function.

Section 3 – Establishing a club

Any three (3) members of the Student Union can make an application to establish a club. The application is made through an electronic form for registering a club, which is signed by all applicants. The signatures can be made either electronically or at the Student Union office.

- The form for registering a club should include the following
- Name of the club
- Rules of the club
- Members of the board (at least three members)
- Contact information of both the club and the person responsible for the club's finances
- Action plan for the ongoing year
- Draft budget for the ongoing year
- Clubs established in the autumn semester should also present an action plan and draft budget for the upcoming year.

Section 4 – Accepting a club as the club of the Student Union

A staff member of the Student Union will take in the application for inspection. If the application does not include all the required information, a Student Union staff member will ask the club to complete the application.

In their meeting, the Executive Board of the Student Union will process the club application and decides upon accepting or rejecting the new club. The decision is then forwarded to the Chair of the club.

Section 5 – Rules of a club

The rules of a club must include the following:

- 1) the name, function, and the forms of activity of the club;
- 2) members of the board and the way in which they are chosen;
- 3) who is in charge of the club's management of finances;
- 4) the date of the general meeting, in which the action plan and draft budget are accepted;
- 5) the way of calling a meeting of the club;
- 6) possibilities of non-members of the Student Union to participate in the activity of the club, and
- 7) the way in which the club is disbanded.

The rules of a club are accepted by the Executive Board of the Student Union. The club can make suggestions to the rules in their general meeting. The new suggestions to the rules must be accepted by the Executive Board of the Student Union.

Section 6 – Board of a club

The board of the club decides for the club's activities and the use of finances, as well as calls the general meeting. The board of the club prepares the action plan and the draft budget for the upcoming term, and presents both at the general meeting.

The board of the club should be elected at least once a year. The election takes place at the general meeting. The board should have at least three (3) members. The board must have at least a Chair, Vice Chair, Secretary and a person in charge of the finances of the club. Chair, Vice Chair or Secretary can also be the person in charge of the club's finances. Duties of the board members are determined in the general meeting. **Chair, Vice Chair and at least half of the Board members must be members of the Student Union.**

If a board member resigns or is incapable of performing their duties during a term, the board must call a general meeting in order to elect a new member to the board.

Section 7 – General Meeting

The club is responsible for hosting a general meeting at least once a year, which is open for all members of the Student Union. A call for the general meeting must be given to a staff member of the Student Union two (2) weeks before the meeting. The staff member of the Student Union will then publish an open invitation to the general meeting. If needed, a staff member of the Student Union can provide guidance about meeting policy and a base for the meeting minutes. The club must have at least one general meeting within a calendar year, in which the following issues are decided upon:

1. draft budget for the upcoming year, and
2. action plan for the upcoming year

The board of the club should also be elected at least once a year.

The board of the club is elected at the general meeting. In case the club needs to change or complement the board or the rules of the club, the club can call for an additional general meeting.

The meeting minutes of the general meeting must be delivered to a staff member of the Student Union.

In addition to the meeting minutes, the club must deliver the action plan and draft budget of the upcoming year to a staff member of the Student Union as separate documents by a given deadline during the autumn semester.

Section 8 – Finances

All monetary transactions of a club must be in the accounting of the Student Union. A club cannot have a bank account or a cash register.

The Representative Council of the Student Union accepts the club's draft budget. The Executive Board of the Student Union may award the club a permission to use the Student Union's premises free of charge. The draft budget and action plan must be delivered to a staff member of the Student Union by a given deadline during the autumn semester.

A club that is established in the middle of a term can apply for access to the finances reserved for clubs in the Student Union's budget from the Executive Board. The Executive Board of the Student Union decides on the club's budget based on the draft budget and the action plan.

Other grants the club has applied or plans on applying must be included in the draft budget.

In case the club has failed to inform a staff member of the Student Union of the current board members, the club cannot use the finances granted to its use.

Section 9 – Members of the clubs

All members of the Student Union are members of the Student Union's clubs. Those studying at the University of Eastern Finland, who have the possibility to become a member of the Student Union, must become members of the Student Union in order to participate in club activities. Clubs can also accept members who are not members of the Student Union based on the requirements in the club's rules.

Section 10 – Disbanding a club

The Executive Board of the Student Union can disband a club in case:

- 1) **the club has decided according to its own rules to propose the club to be disbanded;**
- 2) the club has operated against the Club Regulations of the Student Union and has already received two (2) written warnings for activities that are against the regulations.
- 3) the club has failed to apply for the club funding or failed to respond to contacts made by a staff member of the Student Union within two calendar years, the club is disbanded.

Before disbanding a club according to points 1 and 2 the club must be given a possibility to be heard. A staff member of the Student Union will notify the Chair of the club of the disbanding decision with arguments supporting the decision. The disbanded club must return its assets to the Student Union office.

Section 11 – Changes

The Executive Board of the Student Union will decide on changing these Regulations with the majority of votes.

These Regulations come into effect on the 3rd of September 2021.