

Rules of TaSciEn

I Name, Domicile and Purpose

1§ The name of the association is Tampere Science and Engineering Students' association, referred hereafter as "TaSciEn".

2§ TaSciEn was founded on 04/05/2018

3§ The domicile of TaSciEn is Tampere, the official language is Finnish.

4§ The purpose of TaSciEn is to **unite International Degree students and others interested in the Science and Engineering subjects, safeguard the members' interests, and help international students integrate better into Finnish society.** This can be achieved by:

- cooperation with the guilds and clubs of Tampere University of Technology, Student Union, International Office and Student Services, Universities in Finland and other possible groups of interest;
- organising various activities, for example study- and work-related sessions, past time gatherings, excursions and discussion groups;
- taking part in organising tutoring and helping its members to adapt to the study environment in a Finnish university and life in Finland;
- maintaining relations with the alumni of TaSciEn;
- and if necessary anything else that promotes the interests of TaSciEn.

5§ To support its activities TaSciEn can receive financial support and donations, practice sales and other activities and arrange entertainment events and lotteries with the necessary licenses.

II Members and Payment

6§ TaSciEn can have actual members, support members, and honorary members.

7§ The board of TaSciEn approves all the actual and support memberships.

8§ After approving the rules every person doing studies, exchange studies or doctoral studies in Tampere University of Technology accepting the purpose of TaSciEn is entitled to become an actual member by paying the membership fee of TaSciEn.

9§ Any person or legal entity interested in supporting the activities of TaSciEn can be accepted as a support member after paying the support membership fee.

10§ TaSciEn can invite persons to become honorary members with three fourths (3/4) majority of general meeting votes. Honorary members can be people who have contributed to the activities of TaSciEn or otherwise facilitated its aims significantly.

11§ Honorary members can be actual members at the same time if they are eligible according to 8§.

12§ When a TaSciEn member resigns or gives up their membership, they must pay their possible debts to TaSciEn, and return the TaSciEn property they are in custody of. In case of resignation, the membership fee that was paid by the member is not refunded.

13§ A member of TaSciEn has the right to resign from TaSciEn by leaving a written notice to TaSciEn's executive board or its chairperson. The person can announce their resignation also in a general meeting to be recorded in the minutes.

14§ The actual members of TaSciEn are obliged to pay the membership fee to TaSciEn every academic year. The amount of the membership fee is decided in the autumn general meeting. The membership is valid from June 1st until May 31st.

15§ The support members of TaSciEn are obliged to pay the membership fee to TaSciEn every academic year. The amount of the membership fee is decided in the autumn general meeting. The membership is valid from June 1st until May 31st.

16§ Honorary members of TaSciEn do not need to pay a membership fee, even if they are also actual members.

17§ The membership of an actual member ceases if a member has not paid the membership fee before October.

18§ The membership of a support member ceases if a member has not paid the membership fee before October.

19§ Board can expel a support or actual member of TaSciEn if a member does not fulfill the conditions of being a member stated in these rules or by the law.

20§ The general meeting can expel a member with three fourths (3/4) majority of votes if

- they have not fulfilled the obligations they have committed themselves to when joining TaSciEn;
- they have considerably damaged TaSciEn with their actions inside or outside TaSciEn;

The motion to expel the member must be mentioned in the agenda of the meeting and a chance has to be given to the member to explain themselves.

21§ The executive board can forbid a member from participating in TaSciEn events for a maximum duration of 6 months if they have harmed TaSciEn with their behaviour or actions and therefore made the operation of TaSciEn more difficult or as a representative of TaSciEn they have harmed the public image of TaSciEn. The motion to expel the member must be mentioned in the agenda of the meeting and a chance has to be given to the member to explain themselves.

22§ TaSciEn maintains a membership register of its members in which their full name and municipality are mentioned.

III General meetings

23§ TaSciEn's general meetings are the spring general meeting, the autumn general meeting, and extraordinary meetings. The general meetings of TaSciEn are called by the executive board of TaSciEn.

24§ The spring general meeting must be held by the end of April, and at least the following matters concerning the next term of office must be discussed:

- the annual report of the previous term of office;
- the executive board presents the financial report for the previous accounting period;
- the operations auditors' report is heard;
- the approval of the annual report and the financial report, and discharging from liability the executive board and other persons from the previous term of office.

25§ The autumn general meeting must be held by the end of October, and at least the following matters must be discussed:

- the chairperson and other members of the executive board are elected;
- the two operations auditors and their personal deputies are elected;
- the membership fee and support membership fee of TaSciEn of the next academic year are decided;
- the budget and action plan are discussed.

26§ Extraordinary general meetings will take place if the executive board considers it necessary or when one tenth (1/10) or at least ten (10) actual members of TaSciEn demand it in written form from the executive board. In the last two cases, the meeting must be held within ten (10) business days after the executive board has received the written demand.

27§ The general meetings of TaSciEn must be announced through TaSciEn's members email list at least five (5) business days before they are scheduled to take place. The agenda must be included in the meeting call.

28§ The general meeting is authorized if it was called according to the rules of TaSciEn.

29§ The actual members who have performed their member obligations have the right to vote and are eligible for election. Other members only have the right to attend and the right to speak in the meetings. One cannot vote with a power of attorney.

30§ The meeting can grant non-members the right to attend and speak in general meetings.

31§ In the general meetings of TaSciEn two (2) examiners of the minutes are chosen. They have to be actual members. The examination of the minutes must be completed within two (2) weeks of the meeting.

32§ Additions to the agenda can be made by vote of two thirds (2/3) majority of the attending members. This does not include changing the rules, decision making order, election, verifying the financial statement, choosing or expelling operation auditors, relieving the board from their reliability, discharging the association, expelling members, choosing the board and anything else mentioned in 23§ of the Finnish association law. Those points have to be mentioned in the agenda beforehand.

IV Decision-making Order and Election

33§ If not mentioned otherwise in the rules, the opinion supported by more than half of the voters carries. In the case of

a tie, the motion supported by the chair of the meeting carries. In an election, however, if the votes are even, the decision is made by drawing lots.

34§ An open voting is used unless at least two (2) actual members attending the meeting demand a closed ballot.

35§ The chair person decides the voting order in case there are several motions to the same point.

36§ In an election, when there is only one position to be filled, a candidate must receive at least half ($1/2$) of the cast votes. If no candidate has obtained an absolute majority of the votes in the first round, a new election is carried out with only the two (2) candidates who have obtained the most votes in the first ballot.

37§ In an election, when there is more than one position to be filled, the following procedure has to be followed:

- each voter is given on ballot on which the voter writes up to as many names as there are candidates. The names have to be written in order of priority. The first person on the list gets 1 vote, the second - one half ($1/2$), the third - one third ($1/3$) and so on.

38§ The entire ballot is rejected when

- a name appears more than once;
- the ballot has reached completion in an illogical or unapproved manner, e.g., casting more than the permitted number of votes;
- the ballot is filled in a manner that makes the voter's decision incomprehensible;
- the ballot is physically deformed,
- marks have been made on the ballot other than those necessary to complete it, where the voter's identity can be

ascertained, compromising the secrecy of the ballot.

39§ When counting the number of the cast votes, the following types of ballots are not taken into consideration:

- ballots of actual members who were not present in the meeting at the time of voting
- ballots of people who do not have a right to vote
- blank ballots
- rejected ballots

V Executive board and officers

40§ The elected executive board is responsible for the operation of TaSciEn for one calendar year. The executive board consists of the chairperson and two to ten (2-10) other executive board members. The members of the executive board have to be actual members of TaSciEn.

41§ The executive board chooses a vice-chairperson from amongst them.

42§ The tasks of the executive board are

- to operate TaSciEn and manage its finances and property;
- to prepare the matters that emerge at the general meetings and to carry out the decisions that have been made in them;
- to write the annual and financial reports;
- to write propositions for the action plan and budget;
- to call the general meetings of TaSciEn;
- to accept new members of TaSciEn;
- to take care of the safeguarding of interests of its members;
- to make decisions on other matters that have not been defined as having to be decided in a general meeting of

TaSciEn.

43§ The meetings of the executive board are called by the chairperson of the executive board, or when the chairperson is unable to do so, by the vice-chairperson. The executive board decides the way these meetings are called. An executive board meeting must be called when at least two members of the executive board demand it.

44§ A meeting of the executive board is legal when it has been called in the way decided by the executive board and when at least half of the executive board members are present, including the chairperson, or if the chairperson is unavailable, the vice-chairperson.

45§ The name of TaSciEn is written by the chairperson of the executive board or the vice-chairperson together with a member of the executive board.

46§ The executive board can authorize an actual member of TaSciEn to write the name of TaSciEn.

47§ For various tasks, the executive board of TaSciEn can appoint fixed-term committees or officers, however only until the end of their term of office. It is possible to appoint a person from outside TaSciEn to these positions. The executive board of TaSciEn can set rules and regulations regarding the operation of committees and officers.

48§ For a justifiable reason, a general meeting can relieve a member of the executive board of their duties during the term in

which case the matter must be mentioned in the notice of the meeting. If necessary, a new person can be chosen to replace the person who was relieved of the duty for the remaining term of office.

49§ For a justifiable reason, the executive board can relieve a committee or an officer of their duties during the term in which case the matter must be mentioned in the notice of the executive board meeting. If necessary, a new person or committee can be chosen to replace the officer or committee that has been relieved of their duty for the remaining term of office.

VI Administration and finances

50§ The term of office and accounting period of TaSciEn is from January to December. The administration and finances of TaSciEn are audited by two (2) operations auditors or their personal deputies. The operations auditors' term of office is from January to December.

51§ The bookkeeping documents of TaSciEn must be delivered to the operations auditors at the latest four (4) weeks before the spring general meeting, or at the request of the operations auditors. The operations auditors must return the documents and their report to the executive board of TaSciEn at the latest two (2) weeks before the spring general meeting. The auditors have the right to be introduced to the guild finances and bookkeeping in other ways of their choosing.

VII Special regulations

52§ An actual member of TaSciEn is entitled to lodge a complaint regarding a decision made by a general meeting of TaSciEn or by the executive board on the following grounds: the decision has been made in a different order than specified by the Finnish laws and regulations or TaSciEn's rules; the decision goes beyond the decision-making authority of the organ; or it is against the Finnish laws and regulations or TaSciEn's rules. The complaint must be lodged within three (3) months after the ratification of the decision and the complaint must be announced to the executive board of TaSciEn. However, one cannot complain about a decision which concerns only the preparation or execution of a matter.

53§ The logos and signs of TaSciEn are approved by a general meeting.

54§ Changes to these rules can be made if the amendment has been accepted with the majority of at least three fourths ($3/4$) of the votes at two (2) consecutive general meetings held at an interval of at least two (2) weeks. The amendment to the rules must be mentioned in the notice of a meeting. The amendment can be done by the executive board or ten (10) actual members of TaSciEn in written form. The proposal made by the actual members must be processed in the subsequent general meeting.

55§ TaSciEn will be dissolved if TaSciEn makes a decision to do so with the majority votes of five sixths ($5/6$) at two (2) consecutive meetings held at an interval of at least one (1) month. The proposition concerning the dissolution must be

mentioned in the meeting notice.

56§ The allowances and property of TaSciEn will be transferred to the Student Union of Tampere University of Technology after TaSciEn has been dissolved to be used to support the goals outlined in 4§. If the Student Union is no longer an organisation or is part of a different organisation, the general meeting decides where the allowances and property of TaSciEn will be transferred to.

57§ If Tampere University of Technology would be merged with another legal body any references to Tampere University of Technology will be seen as references to the new legal body.

58§ Changes to the rules or TaSciEn's dissolution come into effect when accepted by Finnish Patent and Registration Office (PRH).

59§ These rules come into effect when PRH accepts them.