Guidelines for Committees

01 General

1 § General information

In addition to what is stated in the statues of the Association, as applicable, and in other guidelines and rules of the procedure of the Association, the activities of the committees and other permanent operators (hereinafter referred to as the committee) of The Association of Economics Students in Turku (later TuKY) are governed by these guidelines. The committee Chairpersons shall ensure the members of the committees are familiar with these statues.

2 § Functions of the Committees

The committees are the permanent operators of TuKY, which are an essential part of the association’s activities. The committees must represent TuKY in their activities and act in the interests of its members. The committees may cooperate with various operators.

The TuKY committees are The Cultural Committee, The Sports Committee, NESU-TuKY, Committee of External Affairs, The Committee for Social and Educational Affairs and Committee for International Affairs.

The Cultural Committee (Kulttis)

The task of The Cultural Committee is to cherish and and respect the traditions of TuKY ry and the Student Union of the Turku School of Economics, and to promote and cherish the cultural aspirations and hobbies of its members. Kulttis offers members the opportunity to participate in cultural events by organizing them themselves and by arranging visits to various cultural sites and events.

Sports Committee (KY-Sport)

The task of KY-Sport is to organize opportunities for members to engage in sports in various forms, both as weekly sport shifts and ad individual events. KY-Sport aims to emphasise the importance of physical activity among its members and to develop the association’s physical activity offerings.

NESU-TuKY

NESU-TuKY’s task is to foster TuKY’s Nordic cooperation by participating in NESU Finland’s activities and NESU seminars. NESU-TuKY promotes both the Nordic and the association’s own sitz culture. In addition, NESU strives to organize various sitz with different operators.

Committee of External Affairs (Ulkkis)

The task of the Committee of External Affairs is to organize festive events in Monttu, Parkki and the Turku region. In addition, Ulkkis fosters event cooperation with other student organisations in Turku and beyond.

The Committee for Social and Educational Affairs (EVA)

The role of the Committee for Social and Educational Affairs is to oversee the educational and social policy interests of members in the TYY, the University and the Turku School of Economics. The Committee for Social and Educational Affairs does this in cooperation with The Head of Educational Affairs and The Head of Social Affairs and the TuKY subject organizations.

Committee for International Affairs (CIA)

The Committee for International Affairs is responsible for the international activities of the association and for the development of the association’s internationality, under the leadership of the Head of International Affairs. The committee carries out both planning and implementation work to further its purpose. The Committee for International Affairs cooperates with international and foreign operators in Turku’s student life to promote opportunities for members to gain international experience both in Finland and abroad.

3 § Financial and term of office of the Committees

The financial and term of office of the committees are the same as that of the associations i.e. 1st January to 31st December.

4 § Composition of the Board

The Board of the Committee shall consist of at least a Chairperson and 3-15 other members, who shall be elected at the Autumn Assembly of the Committee or elected by the Board of TuKY based on applications. The committee board shall decide on the method of election and announce the method of election through its own communication channels in good time before the committee's Autumn Assembly. The presidents of the committees are elected at the SYKO of the association. The composition of the other operators and projects is, in contrast to the committees, always selected by the Board of TuKY based on applications. Some positions may also be elected based on commitment to another position of trust or work.

5 § Tasks of the Board

The board is responsible for implementing the committee's action plan, for the day-to-day running of the committee and for representing the committee in its activities.

02 Assemblies

6 § Statutory Assemblies

The committees of TuKY shall hold at least two Assemblies during their term of office, one in the autumn and one in the spring. At the Spring Assembly, the committee board shall present how the committee’s action plan will be implemented in the current period. At the autumn meeting, a new committee will be elected, unless the election is based on applications.

7 § Notification of the meeting

The Assembly of the committee must be announced through the TuKY’s communication channels at least one week before the meeting.

8 § Right to speak and attend

All members of the association have the right to speak and attend the Assemblies of the committee.

9 § Right to vote

All ordinary members of the association have the right to vote at the Assemblies of the committee. The right to vote may be exercised only in person, on the spot.

10 § Legality and quorum

Assemblies of the committee shall be deemed to be in order when notice of them has been given in accordance with chapter 2 article 7 §. The quorum for an Assembly of a committee shall be at least four members of the association present.

11 § Chairperson of the Assembly

The Chairperson of the Assembly is elected from among the meeting members at the beginning of the meeting. The election is decided by a simple majority of votes.

12 § Secretary of the Assembly

The secretary of the Assembly is elected from among the members of the meeting at the start of the meeting. The election is decided by a simple majority of votes. The secretary’s role is to prepare a reasoned decision record of the meeting and ensure its proper verification.

13 § Scrutineers and tellers

At the beginning of the meeting, the Chairperson of the meeting shall invite two scrutineers and two possible tellers. The task of the scrutineer is to sign the minutes to ensure that they reflect the proceedings of the meeting.

14 § Minutes

The minutes of the Assembly of the committee shall be drawn up and shall include a record of the decisions taken at the meeting, together with the reasons for those decisions, the results of the votes cast, any dissenting opinions and the names of those present. The scrutineers elected at the meeting shall examine the minutes and, if they are in conformity with the contents of the meeting, shall sign them as soon as possible after the meeting. The Chairperson and secretary of the meeting must also examine and sign the minutes after they have been examined. The audited minutes of the Assembly shall be forwarded to the committee’s email list.

03 Board Meetings of the Committee

15 § Notification of meetings

The meeting of the Board of the committee shall be notified to all members of the Board in due time before the meeting.

16 § Right to speak and to be present

All members of the Board of Directors of the committee shall have the right to speak and to be present at meetings of the Board of Directors. The committee board may grant special rights to other persons to speak and be present.

17 § Voting rights

The members of the committee’s Governing Board shall have the right to vote at meetings of the committee’s Governing Board.

18 § Legality and quorum

Meetings of the Board of the committee shall be deemed to be in order when notice of them has been given in accordance with Chapter 3, § 15. The quorum for a Board meeting shall be at least half of the members of the Board, including the President or the Vice-President. If the Chairperson and Vice-Chairperson are both absent during an item of business, the Board may elect a temporary Chairperson from among its members for the duration of the item.

19 § Chairperson of the Meeting

The Chairperson of the board meetings of the section is the Chairperson of the Board of the section. If the Chairperson of the Board is unavailable, the meeting will be led by the Vice Chairperson or another person chosen from the board.

20 § Secretary of the Meeting

The secretary of the board meetings of the section is the Secretary of the Board of the section. If the Secretary of the Board is unavailable, a person chosen from the board will act as the secretary.

The role of the secretary is to prepare a reasoned record of the meeting and ensure its proper verification.

21 § Minutes Reviewers and Vote Counters

The meeting will elect two minutes reviewers and two possible vote counters from among the members at the beginning of the meeting.

The task of the minutes reviewers is to verify with their signature that the minutes of the meeting correspond to the proceedings of the meeting.

22 § Minutes

A reasoned record of the board meeting is prepared, noting the decisions made during the meeting, with justifications, voting results, any dissenting opinions, and the list of attendees.

The minutes reviewers will check the minutes, and if the minutes reflect the meeting’s proceedings, they will sign the minutes as soon as possible after the meeting. The Chairperson and secretary must also verify and sign the minutes. The verified minutes must be sent to TuKY’s Financial Director along with the financial statements.

04 Assembly Regulations

23 § Conflict of Interest

A member of the board meeting is considered to have a conflict of interest and must recuse themselves from participating in the discussion or decision-making regarding any matter that concerns their personal interests. If there is a disagreement regarding a member’s conflict of interest, the decision will be made by a simple majority vote.

24 § Elections

The board members are elected by direct personal voting, one member at a time. The number of board members will be decided based on the proposal of the incoming Chairperson of the Board.

Each candidate must receive an absolute majority of votes to be elected. If no candidate receives an absolute majority in the first round, the two candidates with the most votes will proceed to a second voting round.

25 § Voting Method and Voting Order

The voting is conducted openly or closed if requested by one (1) meeting member. The voting order is collegial, meaning all proposals are considered against each other in the same vote. The proposal with the most votes wins.

26 § Dissenting Opinions

A meeting member with voting rights who wishes to present a dissenting opinion must immediately inform the meeting once a decision has been made. Written justifications for the dissenting opinion must be submitted to the secretary within one week of the meeting to be attached to the minutes.

05 Finances

27 § Committee’s Funds and Their Use

Since the committees are not independent legal entities but parts of TuKY, the sections do not have their own assets. However, sections are entitled to independently raise and use funds according to TuKY’s budget and received guidelines.

Funds of the section must be used only for purposes consistent with the committee’s objectives and for reasonable compensation.

Committees are entitled to their own separate bank account. The TuKY board may grant rights to multiple bank accounts if necessary.

Committees are entitled to hold a cash fund in urgent situations. The cash fund must be transferred to the bank account immediately when possible, and a record must be kept of the cash transactions. The special characteristics of each section must be taken into account in all financial management.

28 § Responsibility for Financial Management

The Chairperson of the Board and the Treasurer are responsible for the financial management of the committee, together with the entire board. TuKY may seek compensation from individual members of the board if it can be shown that a board member has intentionally caused significant financial harm to the committee.

Committees are responsible for the funds they use. A revenue target has been set for each section in TuKY's budget, which must be met, and the funds must be remitted to TuKY upon request. If the revenue target is not met, the TuKY board will decide on further measures regarding the section.

29 § Section Accounting

The Treasurer of the section is responsible for keeping a record of the section's income and expenses. Additionally, the Treasurer is required to prepare the financial statements in accordance with the Accounting Act, other laws and regulations, and TuKY's financial management guidelines. These laws and guidelines are supplemented by instructions from TuKY's Financial Director and the Chairperson of the Financial Committee.

The Treasurer is also responsible for all other financial management matters, such as payment transactions, and must handle them diligently.

The section's accounting will be regularly reviewed according to the instructions of TuKY's Financial Director.

The Treasurer is entitled to receive sufficient guidance and orientation for their role.

30 § Financial Statements

The section's financial operations are reported in the financial statements according to the Accounting Act and other laws and regulations, as well as TuKY's financial management guidelines.

The committee's financial statements will be attached to TuKY's financial statements.

31 § Receipts

All financial transactions must have a decision from the section's board and the required documentation by law. The decisions must be recorded in the board meeting minutes.

32 § Compensation

Committees may reward their active members reasonably. Compensation must not be monetary or in the form of gifts or gift cards. If the value of the reward exceeds 100 € for a one-time occasion, the matter must be brought to the TuKY board for approval.

33 § Financial Planning

The committee is required to evaluate its activities also from a financial perspective and prepare an annual budget, which the persons responsible for TuKY’s finances can review if they wish. The committee should also aim to create event-specific budgets.

34 § Respecting Agreements with Partner Companies

Committees must adhere to TuKY’s agreements with partner companies.

In unclear cases, TuKY’s Sales Manager will serve as an advisory party. Significant disputes will be resolved, if necessary, in a meeting of the TuKY board.

35 § Amendments and Changes

Changes to this regulation can only be made by the decision of the association’s meeting.

36 § Entry into Force

This Regulation was approved at the association’s meeting on July 17, 2020.