

HELGA

Administrative rules

HAAGA-HELIA'S STUDENT UNION - HELGA

Approved in a representative council meeting on 26.8.2021

Chapter 1: General regulations on elections	6
1 § APPLICATION	6
1.1 § Application to the member vote	6
1.2 § Application to the selection of administration student representatives	6
2 § RIGHT TO VOTE	6
3 § ELIGIBILITY	6
Chapter 2: Election committee	6
4 § THE MISSION OF THE ELECTION COMMITTEE	6
5 § COMPOSITION OF THE ELECTION COMMITTEE	7
6 § APPOINTING THE ELECTION COMMITTEE	7
7 § ELECTION COMMITTEE TERM OF OFFICE	7
8 § CONVENING THE ELECTION COMMITTEE	7
9 § ELECTION COMMITTEE QUORUM	7
10 § DISSOLUTION OF THE ELECTION COMMITTEE	7
11 § DISMISSING THE ELECTION COMMITTEE	7
12 § ELECTION COMMITTEE ELIGIBILITY	8
13 § OTHER REGULATIONS CONCERNING THE ELECTION COMMITTEE	8
Chapter 3: Representative council elections	8
14 § GENERAL	8
15 § DATE	8
16 § ELECTION NOTICE	8
16.1 § Date of the election notice	8
16.2 § Contents of the election notice	8
17 § REPRESENTATIVE COUNCIL ELECTION DOCUMENTS	9
17.1 § Candidate notice	9
17.2 § Electoral alliance founding notice	9
17.3 § Ballot papers	9
18 § STORING THE REPRESENTATIVE COUNCIL ELECTION DOCUMENTS	9
19 § APPEALING	10
19.1 § Appealing the decision of the election committee	10
19.2 § Appeal regarding the actions of an election officer	10
Luku 4: Nomination	10
20 § REGISTRATION FOR CANDIDACY	10
21 § ELECTORAL ALLIANCE	10
22 § DATE OF THE NOMINATION	11
23 § LIST OF CANDIDATES	11
24 § PUBLISHING THE NOMINATIONS AND THE ELECTION ANNOUNCEMENT	11
Luku 5: Implementing the voting	11
25 § ELECTORAL ROLL	11
26 § FAILURE TO HOLD AN ELECTION	11

27 § BY-ELECTIONS	11
28 § VOTING METHOD	12
29 § PREPARATION OF THE ELECTION CONDUCT	12
30 § ELECTION CEREMONY	12
30.1 § Online voting	12
30.2 § Box ballot election	12
31 § POLLING STATIONS IN A BOX BALLOT ELECTION	13
32 § ELECTION CONDUCT CONTROL IN A BOX BALLOT ELECTION	13
33 § CONDUCT OF THE VOTE	13
33.1 § Box ballot election	13
33.2 § Online voting	14
Chapter 6: Determination of the election result	14
34 § COUNTING OF VOTES	14
35 § REJECTING VOTES	15
36 § DETERMINING THE RESULT OF VOTING	15
37 § RE-ELECTION	15
38 § SUPPLEMENTING THE REPRESENTATIVE COUNCIL	16
Chapter 7: Other regulations	16
39 § ELECTION FRAUD	16
40 § CAMPAIGNING AND ELECTION ADVERTISING	16
41 § ONLINE DECISION-MAKING	16
Chapter 8: Electing the administration student representatives	17
42 § ADMINISTRATION STUDENT REPRESENTATIVES	17
42.1 § Student representative of the UAS board	17
42.2 § Other institutions of the University of Applied Sciences	17
42.3 § Institutions outside of the University of Applied Sciences	17
43 § ELECTING A STUDENT REPRESENTATIVE	18
44 § RESIGNATION AND REMOVAL OF A STUDENT REPRESENTATIVE	18
45 § APPEALING	18
Chapter 9: Administration and finance	18
46 § EXECUTIVE COMMITTEE	19
47 § MEMBERSHIPS OF THE STUDENT UNION TRUSTEES	19
48 § INVOICE APPROVAL PROCESS	19
49 § ABOUT TRAVELING	20
Chapter 10: Symbols and accolades	20
50 § STUDENT UNION COLOURS	20
51 § STUDENT UNION SYMBOLS	20
52 § STUDENT UNION FLAG	20
52.1 § Use of the flag	21
53 § THE STUDENT UNION RIBBONS	21

53.1 § Use of the municipal ribbon	21
53.2 § Redeeming and presenting the municipal ribbon	21
53.3 § Use of the herald ribbon	22
54 § USE OF OTHER RIBBONS	22
55 § STUDENT UNION BADGES	22
56 § STUDENT UNION BADGE	22
56.1 § Use of the Student Union badge	22
57 § REPRESENTATION BADGE	22
57.1 § Use of the representation badge	23
58 § STUDENT UNION ACCOLADES	23
The Student Union gives recognition on meritorious trustee work. These kind of accolades are the honorary diploma, the silver and gold badge of merit and the honorary membership.	23
59 § STUDENT UNION HONORARY DIPLOMA	23
The Student Union awards meritorious persons and communities with the honorary diploma. The honorary diploma is presented among the other accolades to the person who is receiving them.	23
The Student Union's honorary diploma is 297 mm high and 210 mm wide accolade to be distributed in paper form. The honorary diploma is specified in the Student Union's graphic guidelines.	23
59.1 § Awarding and presenting the honorary diploma	23
The board of the Student Union grants an honorary diploma on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the board by unanimous decision.	23
The Student Union grants the honorary diploma to a private person or community that has advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions.	23
The honorary diploma is granted in connection with the annual gala.	23
60 § SILVER BADGE OF MERIT	23
60.1 § Awarding and presenting the silver badge of merit	23
The silver badge of merit is granted by the board of the Student Union on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the board by unanimous decision.	23
The Student Union grants the badge of merit for meritorious trustee actions to a member of the Student Union or to an alumni, who has advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions. The badge of merit can also be granted as an accolade to a person outside of the Student Union.	24
The silver badge of merit will be presented at the annual gala of the Student Union with the municipal ribbon, the honorary diploma and the bylaws regarding its use.	24
61 § GOLD BADGE OF MERIT	24
61.1 § Awarding and presenting the gold badge of merit	24
The gold badge of merit is granted by the representative council of the Student Union on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the representative council by unanimous decision.	24
The Student Union grants the badge of merit for meritorious trustee actions, that have advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions. The badge of merit can also be granted as an accolade to a person outside of the Student Union.	24
The gold badge of merit will be presented at the annual gala of the Student Union with the municipal ribbon, the honorary diploma and the bylaws regarding its use.	24
62 § USE OF BADGES OF MERIT	24

63 § HONORARY MEMBERSHIP	24
64 § DISQUALIFICATION	24
Chapter 11: Badge of merit workgroup	25
65 § BADGE OF MERIT WORKGROUP	25
65.1 § Convening and quorum	25
65.2 § Applying for accolades	25
65.3 § Advocating for and rejecting the accolades	25
66 § DOCUMENTATION AND PRESERVING OF THE ACCOLADES	26
Chapter 12: Action groups	26
67 § GENERAL	26
68 § ACTION GROUP	26
69 § TERM OF OFFICE AND ORGANIZATION	26
70 § COMPOSITION AND DECISION-MAKING POWER OF THE ACTION GROUP	26
71 § ACTION PLAN, BUDGET AND ACTIVITY REPORT AND FINANCIAL REPORT	27
71.1 § Action plan	27
71.2 § Budget	27
71.3 § Annual and financial report	27
72 § RESPONSIBILITIES AND RIGHTS OF THE STUDENT UNION BOARD AND THE ACTION GROUPS IN TERMS OF THE ACTION GROUPS	28
73 § ACTION GROUPS RIGHTS AND RESPONSIBILITIES TO ACT AS AN ACTION GROUP	28
74 § ACTION GROUPS FINANCE AND FINANCIAL MANAGEMENT	28
75 § DISPUTES	29
Luku 13: CLUB ACTIVITIES	29
76 § GENERAL	29
77 § CLUB	30
78 § STARTING AND TERMINATING THE CLUB ACTIVITIES	30
79 § CLUB ACTIVITIES	30
80 § SUPPORT GIVEN TO THE CLUB	30
81 § CLUB COMMITTEE	31
Chapter 14: Lastly	31
82 § MODIFYING THE ADMINISTRATIVE RULES	31
83 § DISCLAIMER	31
In a case of conflict regarding the language versions of these bylaws, the Finnish bylaws shall apply.	31

Chapter 1: General regulations on elections

1 § APPLICATION

Tämä johto- ja hallintosäännön vaaleja koskeva osio toimii yhdistylain mukaisena äänestys- ja vaalijärjestyksenä toimitettaessa Haaga-Helian opiskelijakunta Helgan (myöhemmin opiskelijakunta) edustajiston vaaleja.

1.1 § Application to the member vote

Tätä johto- ja hallintosäännön vaaleja koskevaa osiota sovelletaan soveltuvilta osin opiskelijakunnan jäsenäänestyksissä. Edustajisto voi päättää järjestää jäsenäänestyksen sitovana tai ohjeistavana.

1.2 § Application to the selection of administration student representatives

These administrative rules are applied in the election of the Student Union's chosen administration student representatives where applicable.

On top of these bylaws the University of Applied Sciences Act, Government decree on Universities of Applied Sciences, the University of Applied Science's applicable internal regulations and the Student Union's bylaws are applied in the election of the administration student representatives.

Administration student representatives refer to student representatives of the organs mentioned in the University of Applied Sciences Act and the rules of procedure of the University of Applied Sciences. Members who may be appointed to other organs are elected by the Student Union Board, unless otherwise required by a decision of the representative council meeting.

2 § RIGHT TO VOTE

Actual members of the Student Union, who have carried out their member obligations nine (9) days prior to the voting day are eligible to vote in the representative council elections and member votings. The election committee announces the exact date and time.

Every eligible voter has one (1) vote. The vote can only be used personally. Election secrecy is followed in the voting.

3 § ELIGIBILITY

Eligible to vote in the representative council election are actual members of the Student Union who have fulfilled their membership obligations by the end of the nomination period at the latest. The election committee announces the exact date and time.

Chapter 2: Election committee

4 § THE MISSION OF THE ELECTION COMMITTEE

The Election committee conducts the elections of the student union and is responsible for the implementation of the process of selecting the administration student representatives in accordance with these administrative rules.

5 § COMPOSITION OF THE ELECTION COMMITTEE

The Election committee consists of a chairperson and two (2) to ten (10) other members. The Board shall elect a Vice-Chairperson from among its members.

The members of the Election committee must be members of the student union.

The non-voting secretary of the Election committee is the Executive Director of the Student Union or, in his or her absence, another person appointed by the Election committee.

6 § APPOINTING THE ELECTION COMMITTEE

The chairperson and members of the Election committee are appointed by the Representative Council in the manner prescribed in the rules of the student union.

7 § ELECTION COMMITTEE TERM OF OFFICE

The term of office of the Election committee shall continue until the appointment of the next Election committee.

8 § CONVENING THE ELECTION COMMITTEE

The Election committee is convened by its chairperson or vice-chairperson. The invitation to the organization meeting must be delivered seven (7) days before the meeting. The Election committee shall decide at its organization meeting on the time and manner of convening the committee. Minutes shall be taken of the meetings of the Election committee.

9 § ELECTION COMMITTEE QUORUM

The Election committee is quorum, when the chairperson or vice-chairperson and at least half of the board are present.

The decision-making power of the Election committee ceases when the election result has been published and the appeal period that has been set has expired or the possible appeals have been resolved.

10 § DISSOLUTION OF THE ELECTION COMMITTEE

If the Election committee dissolves itself or the Chairperson of the committee resigns, the next meeting of the Representative Council shall appoint a new Election committee. Dissolution or resignation shall be notified immediately to the chairperson of the representative council. A meeting of the Representative Council shall be held within thirty (30) days of the announcement. The Representative Council is responsible for organizing the elections until a new board is elected.

11 § DISMISSING THE ELECTION COMMITTEE

The representative council can dismiss the Election committee or a single member of the Election committee in the middle of the term. Providing that the representative council dismisses the Election committee, a new Election committee must be appointed at the next possible representative council meeting. The representative council meeting must be held within thirty (30) days.

12 § ELECTION COMMITTEE ELIGIBILITY

The members of the Election committee may be nominated in the representative council elections.

13 § OTHER REGULATIONS CONCERNING THE ELECTION COMMITTEE

Election committee appoints the number of election officials it deems necessary for the conduct of the representative council elections.

Members or election officials of the Election committee can not break the election secrecy.

Chapter 3: Representative council elections

14 § GENERAL

The regulations apply to the representative council elections. The By-elections are specified more in § 27.

15 § DATE

The election day of the representative council meaning the last day to vote is yearly on 1.-15. of November.

The representative council elections must last for at least seven (7) days.

16 § ELECTION NOTICE

16.1 § Date of the election notice

The Election committee must, no later than six (6) weeks before the first day of voting, issue an election notice through the official information channels designated by the Student Union representative council.

16.2 § Contents of the election notice

The election notice must include:

1. What the election is about
2. How many representatives are chosen
3. When and how the elections are held
4. When and how the voting is organized
5. Who are eligible for the election
6. Where the election documents are distributed
7. Where and when the election documents must be submitted
8. Who have the right to vote at the election
9. What is the representative council's language of operation
10. Where and when the electoral roll is kept visible
11. Where and when the appeals concerning the electoral roll must be submitted
12. Where the election order and other necessary election materials are available.

17 § REPRESENTATIVE COUNCIL ELECTION DOCUMENTS

Representative council election documents include the candidate notice and the notice of formation of an electoral alliance. Other documents related to the representative council elections are the ballot papers, election notice, electoral roll and the meeting minutes of the Election committee. The Election committee confirms the representative council election documents. The documents may also be submitted in online form.

17.1 § Candidate notice

The candidate notice can only contain one (1) candidate. The candidate notice must include:

1. Full name of the candidate
2. Possible nickname, if the candidate wants to use it instead of their first name.
3. Date of birth
4. Municipality
5. Email
6. Phone number
7. Possible electoral alliance

On top of these, the candidate notice must also include the candidates declaration of their own eligibility for the election and their approval for the candidacy. When nominating, the candidate commits to abide by the rules of the student union and by the election order as well as good election practice.

17.2 § Electoral alliance founding notice

The Electoral alliance founding notice must include:

1. Name of the electoral alliance
2. Possible symbol of the electoral alliance
3. The electoral alliance candidates:
 - a. Names
 - b. Dates of birth
4. The name of the representative of the electoral alliance

17.3 § Ballot papers

In a ballot box election the Election committee delivers the ballot papers to the election events. In the ballot papers must be indicated what election they are for. The ballot papers must have room for marking the candidates election number.

The Election committee composes the online ballot papers used in the voting.

18 § STORING THE REPRESENTATIVE COUNCIL ELECTION DOCUMENTS

Ballot papers and documents used in the election shall be kept locked until the appeal period has expired and any possible appeal has been resolved. Ballot papers and documents used in the election shall be kept for three (3) months after the end of the election. After the deadline, ballot papers, candidate notices, the notice of the formation of an electoral alliance and the electoral roll will be destroyed. The election announcement and the minutes of the Election committee are attached to the archives of the student union.

19 § APPEALING

A member of the Student Union may appeal against the conduct of the election, acceptance as a candidate or eligibility to vote, and counting of votes within fourteen (14) days of the end of the election. Complaints are addressed to the Election committee and must be made in writing.

19.1 § Appealing the decision of the election committee

Decisions of the Election committee may be appealed within fourteen (14) days of the publication of the decision. Complaints must be made in writing to the Election committee. A member of the Student Union is entitled to request a correction from the Student Union's Representative Council to the decision of the Election committee regarding the appeal. Decisions of the Election committee may be appealed in the manner prescribed in the bylaws of the Student Union.

19.2 § Appeal regarding the actions of an election officer

A member of the student union entitled to vote may appeal against the operations of an election officer in writing to the Election committee before the expiration of the appeal period. The appeal period is fourteen (14) days from the announcement of the election result.

Luku 4: Nomination

20 § REGISTRATION FOR CANDIDACY

An eligible member of the student union may run as a candidate in the representative council election by notifying the Election committee using a candidate notice. The candidate notice must be completed in person. Upon completion of the candidate notice, the candidate accepts a commitment to act as a candidate, in breach of which he or she accepts that this may result in the termination of the candidature by an order executed by the Election committee. The candidate must be a member of the student union by the end of the candidacy. After this, those who become members will not be accepted as candidates.

21 § ELECTORAL ALLIANCE

If two (2) or more candidates wish to form an electoral alliance, they must make a electoral alliance founding notice. A maximum of as many candidates as there are candidates for the Representative council election may join to form an electoral alliance. A candidate cannot belong to more than one electoral alliance.

A representative will be chosen for the electoral alliance. The representative works as the contact person of the electoral alliance.

The name or the symbol of the electoral alliance must not offend anyone's personal rights or be commercial or otherwise inappropriate. The Election committee has the right to order an alliance to rename itself. Providing that the symbol does not fulfill the previously mentioned requirements, the Election committee has the right to reject the symbol. In that case, however, the electoral alliance must be included in the list of candidates, if the candidates who are a part of it are eligible for the election and the documents are otherwise properly drafted. In this case a symbol will not be marked for the electoral alliance. A candidate who does not belong to any electoral alliance is

considered to form their own electoral alliance. At the same time, they are considered to be representing their own electoral alliance.

22 § DATE OF THE NOMINATION

The nomination period ends at the latest three (3) weeks before the first voting day.

23 § LIST OF CANDIDATES

The Election committee distributes the voting numbers after the nomination period so that the order of the electoral alliances is raffled and the numbers will be distributed inside the electoral alliances based on last5 name in alphabetical order. The first number of the first drawn electoral alliance is two (2).

24 § PUBLISHING THE NOMINATIONS AND THE ELECTION ANNOUNCEMENT

The nominations are public when the candidates have been given the voting numbers. The Election committee will inform about the organization of the elections and the candidates with an election announcement right after the distribution of the voting numbers.

Luku 5: Implementing the voting

25 § ELECTORAL ROLL

The Election committee draws up and confirms the electoral roll of the members of the Student Union who have the right to vote no later than nine (9) days before the first day of voting.

Requests for corrections to the electoral roll must be submitted in writing to the Election committee no later than seven (7) days after the publication of the list. The Election committee shall resolve the claims for redress immediately after the expiration of the above-mentioned period.

26 § FAILURE TO HOLD AN ELECTION

If there are as much as or less candidates than elected representatives, the elective procedure is not organized, but the Election committee declares that the approved candidates have been chosen.

If fewer candidate notices have been accepted for the election than there are candidates for election, the Election committee may extend the nomination period at its discretion, however, for a maximum of three (3) business days.

27 § BY-ELECTIONS

If the number of members of the Representative council is less than half the number prescribed by the bylaws, the Election committee shall immediately take measures in accordance with the Electoral procedure and the current regulations of the Student Union to supplement the Representative Council for the remaining term. The Representative council may also decide to supplement the Representative council if the Representative council has fewer members than required by the rules.

However, the organization of by-elections may derogate from the provisions concerning the actual election of the Representative council in respect of the following matters:

- In by-elections, the time between the announcement of the election and the election, as well as the time for submitting candidate notices, may be shorter at the discretion of the Election committee than in the actual Representative council election.

28 § VOTING METHOD

The Election committee decides on the voting method for the representative council election. The voting can be executed partly or entirely online or as a ballot box vote. Providing that the elections are executed partly online, the box ballot election must be available for at least one hour after the online election has closed.

29 § PREPARATION OF THE ELECTION CONDUCT

When holding a ballot box election, a sufficient number of candidate lists must be displayed in the polling station. In particular, such a list shall be displayed where the voter is required to make an entry on the ballot paper. The local Election committee shall ensure that the voter can, while maintaining the secrecy of the election, make an entry on the ballot paper and that the necessary aids are available for this purpose.

30 § ELECTION CEREMONY

30.1 § Online voting

If elections are held online, the electoral system used must meet the following conditions:

- Adequate data protection is used between the voter's voting machine and the mainframe.
- The identity of the voter is confirmed before voting.
- The online system must ensure that the vote of an individual cannot be identified.
- Voting is possible only once online or at the ballot box.
- The online system must also allow for abstentions.

The online system must be monitored while the vote is in progress. The method of supervision and implementation is decided by the Election committee. Supervision is carried out by persons appointed by the Election committee.

The online voting must last for at least two (2) days.

Otherwise, online elections shall apply this section concerning elections of the administrative rules when applicable.

30.2 § Box ballot election

Representative council election or member voting can be done, if needed, via box ballot election. In this case the Election committee must see to it that the following criteria is fulfilled:

- The voting is possible at least during two (2) consecutive working days, on each day at least 8 hours.
- The election officials will deem the ballot box to be empty before the start of the representative council election and member voting.
- The ballot paper approved by the Election committee shall contain an indication of which representative council election or member vote it is being used at and a place for marking the number or option of the candidate supported by the voter.

- A sufficient number of official lists of candidates are available in the polling stations
- After marking their ballot, the person entitled to vote brings their ballot to the election administrator for stamping, and drops it into the ballot box. Only a stamped vote will be accepted
- Electoral officers shall ensure at the polling station that the vote of an individual cannot be identified

The Election committee may issue more detailed regulations related to the ballot box election within the framework of this election order and the valid bylaws of the Student Union.

At the end of voting time, the ballot box is sealed and submitted to the Election Committee.

31 § POLLING STATIONS IN A BOX BALLOT ELECTION

If the voting is by ballot, each Haaga-Helia University of Applied Sciences location must have the opportunity to vote in person.

32 § ELECTION CONDUCT CONTROL IN A BOX BALLOT ELECTION

During the election process, there must be at least two (2) election officials constantly supervising the election process and the implementation of the election order. The election administrator must ensure that no election work is carried out in or near the polling station. The proximity of the polling stations is determined separately for each campus by the Election committee, and instructions are distributed to election officials together with the election material. Election officials shall not disclose to third parties who have exercised their right to vote. Electoral officials shall, upon request, provide voters with information on the regulations of this Electoral order and other regulations of the Student Union concerning the election of the Representative Council.

The right to vote is stated either from the Student Union member register, electoral roll, student ID or in any other way that is unanimously accepted by all election officials. Electoral officials shall keep minutes of the election, which shall record the persons who voted, the matters that significantly affected the conduct of the election and any decisions made.

The minutes shall be signed by all election officials present at the election. At the end of the election, the minutes shall be handed over to the Election committee together with other documents arising from the elections.

33 § CONDUCT OF THE VOTE

33.1 § Box ballot election

A person entitled to vote who wishes to exercise their right to vote must register at the election and prove their identity with either a Student Union membership ID or an official identity card. At the request of an election official, the voter must prove their identity in addition to the Student Union membership ID with a driver's license or official identity card issued by the police authority. The right to vote is checked from the electoral roll and the voter is given a ballot paper.

Once a voter has exercised their right to vote, a clear entry of the vote shall be made on the electoral roll. A person who wishes to exercise their right to vote but whose name does not appear on the electoral roll may vote if they can

prove their right to vote and the election officials unanimously accept the matter. The name of the person thus approved shall be added to the electoral roll. The decision on the accepted vote shall be recorded in the minutes.

Ballot papers in cases of doubt are sealed in an envelope with the voter's name and student number, and the Election committee decides whether to accept or reject the votes in connection with the counting of votes.

If a voter wishes to use a new ballot paper, they will receive it from the election officer after giving back their previous ballot paper. The election officer declares the ticket invalid and destroys it so that the election secret is preserved. The destruction of the ticket shall be recorded in the minutes.

If the person entitled to vote is unable to vote without assistance, they shall be assisted by an election officer, who shall not influence the voting decision.

The voter must enter the number of the candidate they wish to vote on the ballot paper. No other entries may be made on the ballot paper. After marking the candidate's number on the ballot paper, the voter must take it folded to an election official for stamping and then drop the stamped ballot paper in the ballot box. In this case, the voter is considered to have exercised their voting right.

The voter must enter the number of the candidate he or she wishes to vote on the ballot paper. No other entries may be made on the ballot paper. After marking the candidate's number on the ballot paper, the voter must take it folded to the election administrator for stamping and then drop the stamped ballot paper in the ballot box. In this case, the voter is considered to have exercised his or her voting right.

33.2 § Online voting

A person entitled to vote who wishes to exercise their right to vote must log in to the online voting system to verify their identity in accordance with the instructions given by the Election committee. Once a voter has exercised their voting right, a clear entry of the vote will appear on the electronic electoral roll. A person who wishes to exercise their right to vote but is not found in the system must act in accordance with the instructions given by the Election committee. If there is a technical problem with online voting that has jeopardized the voting, the person entitled to vote must immediately contact the Election committee for further instructions.

If the person entitled to vote is unable to vote without assistance, they shall be assisted by an election officer, who shall not influence the voting decision.

Chapter 6: Determination of the election result

34 § COUNTING OF VOTES

The vote count is done by the Election committee at its meeting after the election procedure has ended. The Election committee may name a sufficient number of assistants for the vote count.

At the beginning of the count, the ballot papers are taken from the ballot box and the number is counted. The number of those who exercised their right to vote is also counted. The amounts must match the minutes of the

election. The ballots are then opened, checked and the votes counted. Those submitted for rejection are divided into different groups.

After the online voting has ended, the Election committee states the election result from the online voting system.

35 § REJECTING VOTES

The vote cast shall be rejected if it is not clear from the ballot paper what the voter meant. The ballot paper is approved rather than rejected. In the case of a ballot box election, the vote must bear an election stamp and a clearly indicated voting number. The rejection of the vote is decided by the Election committee.

36 § DETERMINING THE RESULT OF VOTING

In the representative council election, the result is calculated on the basis of reference numbers. The number of votes received by a non-electoral candidate is the candidate's final reference number.

Candidates belonging to electoral alliances are organized according to the number of their votes. The mutual order of those who received the same number of votes is decided by a raffle. For the first candidate of an electoral alliance, the reference number is the total number of votes of the electoral alliance, for the second, half (1/2) of it, for the third, one-third (1/3) and so on.

Finally, all candidates are ranked according to the magnitude of their final reference numbers. The relative order of those who have received the same final reference number is determined by the reference number calculated within the electoral alliance. With the same number of votes or reference numbers the relative order of the candidates will be raffled.

From the candidate with the highest final reference number, as many seats as there are seats in the representative council will be declared elected. In addition, the candidates elected as alternate members shall be announced in the representative council election starting from the highest reference number, so that the number of alternate members may not exceed the number of actual members.

The result of the election will be announced immediately through the official information channels of the Student Union

37 § RE-ELECTION

If there is a clear system error or electoral fraud that jeopardizes the correctness of the entire election result in the representative council election or the member vote, the Election committee may, by a 2/3 majority, cancel or annul the representative council election or the member vote. In such a case, the Election committee shall immediately proceed to the holding of a new representative council election or member vote. The organizing of the new representative council election or member vote shall be subject, as applicable, to the regulations of the Electoral Section of these administrative rules, but not later than thirty (30) days after the end of the rejected elections.

38 § SUPPLEMENTING THE REPRESENTATIVE COUNCIL

If a representative council member who has been elected in the representative council elections announces mid-term in writing that they are prevented from finishing their term of office, they have been granted exemption from their position, they have been declared ineligible for the chosen position, they are elected to the Student Union board or they have been admitted an official position in the Student Union, they shall be primarily replaced by the first alternate from their electoral alliance with the highest reference number. If there are no alternates in the electoral alliance, the first alternate with the highest reference number of the representative council will be elected. If the person elected in the election ceases to be prevented from fulfilling their position, they will be offered the opportunity to continue as a member of the representative council. In that case, the alternate member shall return to their original position.

Chapter 7: Other regulations

39 § ELECTION FRAUD

Election fraud is perpetrated by a person who

- buys or sells votes
- participates in the election using someone else's name
- votes at more than one place or more than once
- prevents someone else from voting in any way
- forces someone else to vote
- on purpose destroys the election advertisements of the election
- or commits any other activities considered fraudulent.

A person guilty of election fraud loses their right to vote and the possibility to become a candidate for the election in progress and the election after that. The Election committee may, however on a case-by-case basis only give out a written warning. In addition the consequences for the electoral alliance of the person who committed the election fraud may be a written warning, a public reprimand or the dissolution of the electoral alliance.

40 § CAMPAIGNING AND ELECTION ADVERTISING

Student Union trustees can market candidates as well as lists as individuals. In addition, all advertising and campaigning must be in accordance with the bylaws of the Student Union, the election order and good election practice. Candidates can have their own campaign material. If necessary, the Election committee may specify its campaigning instructions to candidates or representatives of electoral alliances.

41 § ONLINE DECISION-MAKING

The decision-making of the Student Union board, representative council and other statutory organs may be arranged by means of a telecommunications connection or other technical aid. Those present at the meeting must be in equal visual and audio contact with each other.

The Student Union may decide by itself how and in what organ/situation online decision-making can be used.

The Student Union must take care of information security and that the confidential information in the online meeting is not available to outsiders.

Decision-making has only been made after all participants in the meeting have expressed their views on the matter.

Chapter 8: Electing the administration student representatives

42 § ADMINISTRATION STUDENT REPRESENTATIVES

42.1 § Student representative of the UAS board

The Student Union representative council elects one (1) student representative for the UAS board. The choice must be made within the timeframe given by the UAS administrator.

In the election for student representatives, all students in education leading to a degree at Haaga-Helia University of Applied Sciences are eligible to stand for election to the board of the University of Applied Sciences. If the elected student representative loses their eligibility during the term of office, they shall be deemed to have resigned from their trustee position. The student must notify the Student Union well in advance before losing their eligibility so that a new student representative can be elected.

The term of office of the student representative in the UAS board is two (2) years.

42.2 § Other organs of the University of Applied Sciences

The Student Union representative council elects student representatives to the organs referred to in the University of Applied Sciences Act, which are the Board of Examiners and the other organs mentioned in the management bylaws of the University of Applied Sciences.

In the election for student representatives, all students in education leading to a degree at Haaga-Helia University of Applied Sciences are eligible to stand for election to the board of the University of Applied Sciences. If the elected student representative loses their eligibility during the term of office, they shall be deemed to have resigned from their trustee position. The student must notify the Student Union well in advance before losing their eligibility so that a new student representative can be elected.

The term of office for the student representative is as long as the term of office of the organ.

42.3 § Organs outside of the University of Applied Sciences

The Student Union board elects the student representatives to the organs outside of the University of Applied Sciences, where the Student Union has the right to name a representative or for which the Student Union has been separately asked to name a representative.

43 § ELECTING A STUDENT REPRESENTATIVE

The Election committee decides on the opening of the application for the positions of student representatives. The board of the Student Union shall take the necessary measures to carry out the selection in accordance with the regulations and instructions issued by the Election committee.

The election announcement announced on the official information channels of the Student Union must state:

1. for which trustee position the student representatives are elected
2. how many student representatives are elected
3. when the selection is made
4. who are eligible for election
5. where and when the free-form application must be submitted
6. where these administrative rules and additional information on the organ to which the student representatives are elected are available.

It is possible to submit a free-form application for the position of student representative within the application period in the manner announced in the announcement of the election and confirmed by the Election committee or by running for the position at the meeting of the decision-making organ when the item is being processed.

The election of administration student representatives takes place in accordance with the principle of an absolute majority. If none of the candidates obtains an absolute majority in the first ballot, the two candidates who received the most votes shall advance to the second ballot. If in the second round neither candidate receives an absolute majority, the candidate who receives the most votes wins. If the votes are evenly distributed, a raffle will decide the outcome.

44 § RESIGNATION AND REMOVAL OF A STUDENT REPRESENTATIVE

A student representative can resign from their trustee position by informing the Student Union board about it. The resignation will be granted by the Student Union representative council.

The representative council may, by a two-thirds (2/3) majority of votes, dismiss a student representative who has significantly harmed the Student Union by their actions inside or outside the Student Union. The board may propose to the representative council the dismissal of a student representative if the representative does not enjoy the board's trust. If the full student representative or deputy representative resigns, he or she must be replaced by a new representative who will serve in a trustee position until the end of the term.

45 § APPEALING

The selection will be announced immediately after the meeting of the Representative Council or no later than the next working day through the Student Union's official information channels. The decision shall be notified to all parties concerned. The decision can be appealed in the manner prescribed by the bylaws of the Student Union

Chapter 9: Administration and finance

46 § EXECUTIVE COMMITTEE

The executive committee consists of the Student Union chairperson and vice-chairpersons. The executive director acts as the secretary of the executive committee. The chairperson and vice-chairperson of the representative council have the right to speak and be present.

The executive committee has quorum when all its three (3) members are present. The executive committee prepares the proposals for the board, oversees the implementation of the board's decisions and performs the affairs and day-to-day tasks assigned to it by the board. The executive committee may make procurement decisions up to a thousand (1000) euros.

47 § MEMBERSHIPS OF THE STUDENT UNION TRUSTEES

Student Union trustees are required to have the Student Union membership.

In addition to the organs of the student union's administration, the trustees of the Student Union refer to tutors, club leaders, the boards of action groups and other active members of the Student Union. Membership must be valid for the term of office. However, it is not necessary for the administration student representatives to be members of the Student Union.

48 § INVOICE APPROVAL PROCESS

The invoice approval process ensures that all payment transactions are in order. Two (2) to three (3) people from the Student Union chairpersons and / or employees participate in the three-stage processing of purchase invoices. An electronic financial management system is in use.

1. Importing an invoice to the system

Mainly, invoices come automatically via online invoicing. If invoices are received on paper or by e-mail (mainly expense forms and credit card statements), depending on the situation, the expert or executive director fills in the default accounts and attaches a copy of the invoice to the system. If the information in the online invoice are incomplete in the system, the Executive Director or the chairpersons of the board will fill in the missing information.

2. Accepting an invoice

Invoices are approved by either the chairperson of the board or the vice-chairperson.

Before accepting the invoice, the following will be checked:

- The appropriateness of the invoice, i.e. whether it is based on, for example, a contract or whether a procurement decision has been made.
- Whether the invoice has not yet been paid or whether it is not double invoicing, although the system should notify if the same invoice number already contains a previous invoice from the same supplier.
- Accuracy of the invoice amount.
- Are the invoice and billing lines correct.
- Existence of necessary attachments such as receipts and statements.

3. Exporting an invoice for payment

In principle, the executive director exports the invoices for payment. However, when he is absent (such as during a holiday), the one from the chairpersons who has not accepted the invoice in question will export it for payment, ie if, for example, the chairperson has approved the invoice, the vice-chairperson will export it for payment and vice versa.

49 § ABOUT TRAVELING

A reimbursable trip is considered to be an agreed reimbursable trip related to the activities of the Student Union. The reimbursement must be agreed with the chairperson of the board or the executive director of the Student Union, unless it is specifically mentioned in the invitation or other similar document.

As a general rule, public transport should be favored when traveling, reimbursed against receipts according to the cheapest possible option. Flying, using a taxi or your own vehicle must be agreed with the chairperson of the Student Union board or the executive director separately in advance.

The trustees are reimbursed 50% of the use of their own vehicle, subject to a maximum tax-free mileage allowance set by the tax administration. Travel for Student Union staff is reimbursed according to what the tax administration decides each year on tax-free reimbursement of travel expenses.

The travel invoice is prepared on a separate form. The travel invoice must be accompanied by travel tickets, other receipts and the necessary additional information necessary for making a compensation decision.

Chapter 10: Symbols and accolades

50 § STUDENT UNION COLOURS

The identification colour of the Student Union is petrol blue and the theme colours are green (advocacy) and purple (services and events). The usage of said colours is specified in the Student Union's graphic guidelines.

On top of the identification colour and the theme colours, additional colours that can be used are specified in the graphic guidelines.

On top of the identification colour and theme colours, the celebration colour is silver.

51 § STUDENT UNION SYMBOLS

The symbols of the Student Union are the Student Union flag, municipal ribbon and the Student Union badges.

52 § STUDENT UNION FLAG

The Student Union has a flag. The shape of the flag is rectangular and the base colour is white. The flag has the Student Union logo. The use of the logo is specified in the graphic guidelines.

On top of that, the Student Union also has theme flags in their use. The base colour of the flag is either purple or green and the flag has the white logo of the Student Union.

52.1 § Use of the flag

The Student Union flag is used during the Student Union's occasions of celebration and accolades, and also in other events that the Student Union's board deems fit.

If the board deems it appropriate, a flag bearer and a flag guard will be appointed for the flag. The flag bearer and the flag guard are named by the board of the Student Union. Provided that the Finnish flag is also carried in the event, the Student Union's flag will be carried after it. The flag does honor like the Finnish flag.

The theme flags are used during unofficial occasions. The theme flags do not have a named flag bearer or flag guard.

53 § THE STUDENT UNION RIBBONS

The Student Union has municipal ribbon and a herald ribbon.

The colours of the municipal ribbon are petrol blue and silver. The width of the municipal ribbon is 30 mm divided so that on the petrol blue base there are two 5 mm wide silver stripes positioned 5 mm from the edges of the ribbon.

The herald ribbon of the Student Union is 80 mm wide and its colours and proportions are the same as in the municipal ribbon.

53.1 § Use of the municipal ribbon

The members of the Student Union bear the municipal ribbon when representing their Student Union and also on other occasions suitable for its value.

On men, in a formal suit the ribbon descends from the right shoulder over the chest to the left. The ribbon always descends between the shirt and the vest so it runs over the tie. With a dark suit, it can also be located on the left jacket flap above the heart.

On women, the ribbon descends from left to the right when the shoulder is covered. The municipal ribbon must be arranged so it is resting on bare skin. Women can also carry the ribbon on their left bodice as folded to an 80 mm wide rosette.

53.2 § Redeeming and presenting the municipal ribbon

The executive director presents the ribbon to a member of the board or the representative council, to the chairperson or to an employee when they take up their duties.

The alumni of Haaga-Helia University of Applied Sciences may use the ribbon after their graduation. The ribbon may also be used after the term of office has ended or upon termination of employment.

The board of the Student Union may also grant the municipal ribbon as an accolade to a person outside of the Student Union.

53.3 § Use of the herald ribbon

The herald ribbon is used by the ceremony master in academic celebrations and also the possible heralds acting at the celebration during their duties. The herald ribbon may also be used by the Student Union host couple, the flag bearer and the flag guard, if the board has deemed it fit to name them.

The herald ribbon is worn on top of the suit and dress suit. On men the ribbon descends from the right shoulder over the chest to the left. On women the ribbon descends from the left to the right. The ribbon is tied at the waist on loose knot and the ends hang freely. The herald ribbon may not rest on bare skin.

The herald ribbon is not used with the municipal ribbon, a national costume or with a uniform.

54 § USE OF OTHER RIBBONS

Other municipal or academic association ribbons may be used with the Student Union's municipal ribbon. A maximum of three ribbons can be worn at the same time.

The Student Union's municipal ribbon is used as the top one when representing the Student Union in the occasions organized by the Student Union.

55 § STUDENT UNION BADGES

The Student Union has a Student Union badge, representation badge and an honorary badge. The honorary badge is specified in detail in chapter 5.

Disabled badges may be used for the lifetime of the recipient.

56 § STUDENT UNION BADGE

The Student Union badge is a stamped metallic pin, which is in the shape of a rectangular Student Union logo. The height of the pin is 6mm and the width is 20mm.

The Student Union pin is given to the members who have been appointed to the trustee positions at the start of their first term of office.

All Student Union members have the right to redeem a Student Union badge.

56.1 § Use of the Student Union badge

The members who have been appointed to the trustee positions of the Student Union may use the Student Union badge in all occasions when they are representing the Student Union.

The Student Union badge is not used in the municipal ribbon.

57 § REPRESENTATION BADGE

The representation badge of the Student Union is a round antique silver pin which is in diameter 16mm including the letters L and G of the Student Union and also the shortened name of the Student Union.

The representation badge is given by the Student Union's executive director, when a board member, one of the chairpersons or an employee of the Student Union takes up their duties. The representation badge is personal.

57.1 § Use of the representation badge

The board, chairpersons and the employees of the Student Union use the representation badge on all occasions where they are representing the Student Union. The badge shall be used on top of the left chest pocket or on the left bodice of a suit.

During academic celebrations, the representation badge shall be used on the municipal ribbon during the term of office. When the term of office has ended, the badge shall be used on top of the left chest pocket or on the left bodice of a suit.

Providing that the meritorious member also has a gold and/or silver merit, the representation badge will not be used together with those.

58 § STUDENT UNION ACCOLADES

The Student Union gives recognition on meritorious trustee work. These kind of accolades are the honorary diploma, the silver and gold badge of merit and the honorary membership.

59 § STUDENT UNION HONORARY DIPLOMA

The Student Union awards meritorious persons and communities with the honorary diploma. The honorary diploma is presented among the other accolades to the person who is receiving them.

The Student Union's honorary diploma is 297 mm high and 210 mm wide accolade to be distributed in paper form. The honorary diploma is specified in the Student Union's graphic guidelines.

59.1 § Awarding and presenting the honorary diploma

The board of the Student Union grants an honorary diploma on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the board by unanimous decision.

The Student Union grants the honorary diploma to a private person or community that has advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions.

The honorary diploma is granted in connection with the annual gala.

60 § SILVER BADGE OF MERIT

The silver badge of merit of the Student Union is a round silver plated badge which is in diameter 15 mm. The letters L and G of the Student Union and also the shortened name of the Student Union have been sandblasted onto the badge.

60.1 § Awarding and presenting the silver badge of merit

The silver badge of merit is granted by the board of the Student Union on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the board by unanimous decision.

The Student Union grants the badge of merit for meritorious trustee actions to a member of the Student Union or to an alumni, who has advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions. The badge of merit can also be granted as an accolade to a person outside of the Student Union.

The silver badge of merit will be presented at the annual gala of the Student Union with the municipal ribbon, the honorary diploma and the bylaws regarding its use.

61 § GOLD BADGE OF MERIT

The gold badge of merit of the Student Union is a round gold plated badge which is in diameter 15 mm. The letters L and G of the Student Union and also the shortened name of the Student Union have been sandblasted onto the badge.

61.1 § Awarding and presenting the gold badge of merit

The gold badge of merit is granted by the representative council of the Student Union on proposal of the Badge of merit workgroup by a simple majority or on proposal from a member of the representative council by unanimous decision.

The Student Union grants the badge of merit for meritorious trustee actions, that have advanced the actions of the Student Union and/or has had a significant role in the development of the Student Union's actions. The badge of merit can also be granted as an accolade to a person outside of the Student Union.

The gold badge of merit will be presented at the annual gala of the Student Union with the municipal ribbon, the honorary diploma and the bylaws regarding its use.

62 § USE OF BADGES OF MERIT

During celebratory occasions, the badge of merit is worn on the municipal ribbon of the Student Union. The badge of merit can also be worn on the left coat cover or on the left bodice of a suit on celebratory occasions.

Providing that the same person has been presented with multiple badges of merit, only the most valuable one of them will be worn.

63 § HONORARY MEMBERSHIP

The representative council can call as honorary members of the Student Union persons who have significantly advanced the actions and objectives of the Student Union. The decision on the approval of an honorary member shall be made in a representative council meeting with a unanimous decision.

The calling to become an honorary member is done at the annual gala. The honorary member will be presented with an honorary diploma

64 § DISQUALIFICATION

A member of the awarding body may not be awarded that recognition.

Chapter 11: Badge of merit workgroup

65 § BADGE OF MERIT WORKGROUP

The badge of merit workgroup implements the application for the Student Union's accolades and advocates for the applications it deems justified to the board and representative council of the Student Union.

The badge of merit workgroup consists of six members named by the board of the Student Union, who are chosen amongst the Student Union's alumni and members. The badge of merit workgroup elects a chairperson from among its members. The executive director of the Student Union is the secretary of the badge of merit workgroup. When the executive director is unavailable, the workgroup elects a secretary from among its members.

65.1 § Convening and quorum

The chairperson of the badge of merit workgroup must convene the workgroup at least three (3) working days before the meeting.

The badge of merit workgroup is quorum when in addition to the chairperson of the workgroup, at least three (3) members are present.

65.2 § Applying for accolades

The applications addressed to the badge of merit workgroup must be done during the official application period with a form approved by the workgroup. The application must state what accolade is being applied, who it is being applied for and the grounds for the acceptance of the accolade.

The application can be done by anyone, but in order to be processed, five members of the Student Union must be collected to advocate for the application. The person who the accolade is being applied for can not act as an advocate for the application.

The application period is opened yearly at the latest in the first week of October.

65.3 § Advocating for and rejecting the accolades

The workgroup processes each application individually and decides on the advocating of them with a simple majority.

Providing that the workgroup deems that the applications merits are not enough for the applied badge, the workgroup can by common consent also grant the person a lower badge than the one that was applied.

The workgroup has the right to process a maximum of three applications per year, where the applicant is a member of the workgroup. However an application of this kind can not apply to the gold badge of merit or the honorary membership, and for it to be accepted as the workgroups proposition for the board and the representative council, the workgroup must by common consent advocate for it.

66 § DOCUMENTATION AND PRESERVING OF THE ACCOLADES

The executive director, or if they are unavailable, the chairperson of the board must keep track of the accolades mentioned in sections 58 to 63 and their presenting.

The executive director is responsible for proper storing of all symbols identified in these administrative rules.

Chapter 12: Action groups

67 § GENERAL

The activities of the action groups operating under Haaga-Helia's Student Union - Helga follow this section of the administrative rules concerning action groups. If necessary, the work of the action group working under the student union is clarified in a separate appendix. In all respects other than those mentioned here, the laws applicable to the student union and the bylaws of the student union are observed.

68 § ACTION GROUP

Action group means an unregistered action group working under Haaga-Helia's Student Union - Helga, of which mission and actions focus on the wellbeing, education related advocacy and organization of leisure activities for a certain group of students.

69 § TERM OF OFFICE AND ORGANIZATION

The term of office of the action groups appointed by the board is a calendar year or an otherwise defined period.

In order to function, the action group must be organized as follows:

- the action group shall be organized before the beginning of its term of office
- the organization meeting shall select and confirm the trustees for the following term. The trustees will be brought to the attention of the process manager of the student union's action groups at the next possible meeting.
- the organization meeting reviews the budget and action plan for the next term, which have been approved by the Student Union Representative council at its autumn meeting;
- the minutes of the organization meeting shall be drawn up in the same way as the minutes of all meetings of the action group, which shall be brought to the attention of the person in charge of the process at the next possible meeting.
- at the organization meeting, the action group decides on the method of meeting and convening. However, so that the process manager of the action group has the opportunity to attend the meetings.

70 § COMPOSITION AND DECISION-MAKING POWER OF THE ACTION GROUP

A member of the action group must be an actual member of the Student Union.

The action group's decision-making takes place at the action group's board meetings. A meeting has a quorum if it has been convened as decided at the organization meeting and if at least half (1/2) of the members of the action group, including the chairperson, are present.

The action group has decision-making power in all matters related to its activities within the framework of the budget and action plan approved by the Student Union Representative Council. If the action group wants to implement an event or service that is not provided for in the budget, the action group makes a proposal to the process manager, who in turn submits the matter to the student union board.

The board may reasonably reject or approve the proposal. The signatories of the Student Union are the Executive Director and the Chairperson of the Board together or one of them together with the Vice Chairperson of the Student Union board. Agreements signed by non-student union signatories are personal agreements between the contracting party and the signatories. .

However, within the framework of its own activities, the action group may conclude agreements which are an integral part of the action groups practical activities and the purpose of which is defined in the action plan.

71 § ACTION PLAN, BUDGET AND ACTIVITY REPORT AND FINANCIAL REPORT

The action group draws up an action plan and a budget. These will be presented to the process manager by a date to be determined by the student union board, but no later than the end of October.

The action group prepares an annual activity and financial report, which are presented to the process manager by a date to be determined by the student union board, but no later than the end of January.

71.1 § Action plan

The action group draws up an action plan for the next period, which must show the main goals for the next term and mention the planned events and services. The Student Union Board, when approved, will include this to the Student Union action plan.

71.2 § Budget

The action group shall draw up a budget on the basis of which it shall carry out its activities during its term of office. The budget records targets for revenue and grants for the group's activities. In addition, the budget includes expenditure for the coming year, such as office supplies, telephone costs or other operating expenses, as well as expenses for various events.

71.3 § Annual and financial report

Before the end of its term of office, the action group prepares an activity and financial report for the past year. The activity and financial report is brought to the attention of the Student Union board.

The members of the action group, key functions, events, statements, and meetings during the year must be recorded in the annual report. In addition, it must have a forecast outturn of last year's finances. The forecast outturn should be recorded in the same way as the budget.

72 § RESPONSIBILITIES AND RIGHTS OF THE STUDENT UNION BOARD AND THE ACTION GROUPS IN TERMS OF THE ACTION GROUPS

- the trustees of the action group are oriented to the activities at the beginning of the term
- The action group's administration is the responsibility of the action group's chairpersons and a separately appointed financial manager together with the student union's executive director.
- the action group is supported in financial management, lobbying and practical matters in operation
- the Student Union is committed to arranging other trainings for the action groups on requested topics when/if requested.
- the Student Union process manager is obliged to ask the action group for comments or a proposal for the preparation of a statement or personal presentation related to the student group or field concerning the activities of the activity or action group in question.
- the decisions of the action groups are brought to the attention of the process manager.
- the Student Union division and the board have the right to intervene in the activities of the action group if the activities are in one way or another contrary to Helga's rules or principles

73 § ACTION GROUPS RIGHTS AND RESPONSIBILITIES TO ACT AS AN ACTION GROUP

- complying with these bylaws, the Student Union bylaws and and the laws and regulations applicable to the Student Union and its activities
- provide services and events primarily to students in its own target group and handle advocacy related to their studies.
- hold regular meetings and record the minutes of them, archive them and submit them to the Student Union process manager.
- to act as a communicator between students and the Student Union
- appoint representatives to the Student Union or Haaga-Helia working groups upon request
- only the action group has the right to nominate representatives to its own action group umbrella organization's events / working groups / annual meetings, etc.
- if necessary, the action group can ask the Student Union to share information about their own events and other activities in the Student Union's information channels
- the action group is responsible for advocacy for its own activities in cooperation with the Student Union board
- it is possible for the action group to apply for a discretionary grant from the Student Union for various events or other activities for which the annual grant according to the budget is not sufficient
- make presentations to the process manager about issues they want, in connection with, for example, student activities, educational wishes or Haaga-Helia's activities

74 § ACTION GROUPS FINANCE AND FINANCIAL MANAGEMENT

At the beginning of the term, the action group receives an operating grant in accordance with the decision of the Student Union board to enable its activities. The condition for receiving the grant is the documents submitted to the board of the Student Union in accordance with the section on the action groups of these administrative rules, the activity and financial report, the action plan and the budget by a date determined by the board.

With the separate permission of the Student Union board, the term of office of the action group may differ from the term of office of the Student Union. It is possible for the action group to apply for additional discretionary support from the Student Union during the term of office.

Factors in favor of granting discretionary grants include covering the use of money extensively for targeted students, co-operation between two or more action groups, the action group's activity throughout the year and a positive message of the actions regarding student activities to students.

The discretionary grant is generally paid retrospectively against receipts or invoices. Any unused discretionary grant must be returned immediately. The funding of the action group approved by the board is desirable and is considered to indicate the action group's own activity, for example when applying for additional grants from the Student Union's board.

Fundraising income is used by the action group for its own operations. Fundraising must be planned and the proceeds must be consciously allocated to a specific activity or service.

The action group must keep records of its financial activities. All purchases, sales or financial agreements must be accompanied by a receipt or other statement, which the member of the action group's financier collects in a folder in chronological order. The Student Union's executive director together with the accountant is responsible for the Student Union's accounting. The Executive Director of the Student Union has the right to check the documents of the action group at any time during the term of office.

The action group has the opportunity to use a separate Student Union payment card. Access rights to the payment card are granted by the Student Union board. The use of your own payment card requires that a special financial person has been appointed for the action group, who acts as an account user and is responsible for the action group's preparatory accounts.

The Executive Director of the Student Union will train the person responsible for the finances to their duties upon request and assists in enabling the actions if necessary.

75 § DISPUTES

Disputes related to the decisions of the action group's meetings are resolved at the Student Union board meetings. Disputes between the action group and the Student Union board in personnel and financial matters or other administrative matters are resolved by the student union representative council.

The action group can appeal against the board's decisions to the Student Union Representative Council. Decisions of the Representative Council cannot be appealed. Disputes must be reported to either the chairperson of the board or the chairperson of the Representative Council within fourteen (14) days of a decision with which the appellant is unsatisfied with. The right of appeal of the Student Union is defined in the bylaws of the Student Union. In the case of a criminal case, the solution will be transferred to the Finnish legal system.

Luku 13: CLUB ACTIVITIES

76 § GENERAL

Clubs working under the Student Union Helga will follow this section of the administrative rules in all their activities. In other matters than those mentioned in these bylaws, the bylaws applicable to the Student Union and the bylaws of the Student Union will be followed.

77 § CLUB

A club means a group or association working under the Student Union that uses its name, Helga, in its activities and whose purpose is to organize leisure activities for the Student Union members. The club must have a contact person and the club must see to it that the board of the Student Union has up to date information about the club's contact person.

The signatories of the Student Union are defined in the bylaws of the Student Union. Other persons do not have the right to sign valid contracts or commitments under the name of the Student Union. Agreements signed by non-Student Union signatories are personal agreements between the signatories and the contracting party.

78 § STARTING AND TERMINATING THE CLUB ACTIVITIES

The club contact person of the club must agree in writing with the Student Union board representative on the commencement of club activities under the Student Union.

The club contact person must notify the Student Union board representative about the termination of the club activities by email or otherwise in a reliably verifiable manner. Providing that the Student Union's board deems that the club has been inactive for a noticeable amount of time, the board can deem that the club activities have been terminated and notify the club's contact person about the matter.

79 § CLUB ACTIVITIES

A club acting under the Student Union decides on its own activities and the organization of these matters. The activities of the club must be in accordance with the aims and objectives of the Student Union.

The members of the club can not be subject to separate club membership fees or joining fees. Providing that the activities of the club include paid activities, the members can be charged with an entry fee, which may not exceed the total cost of participation.

The Student Union is not financially or jurisdictionally responsible for contracts or other commitments made by the clubs. Such commitments are the personal responsibility of the signatories, unless otherwise agreed by the club members.

80 § SUPPORT GIVEN TO THE CLUB

The Student Union supports the club operating under its authority according to the possibilities defined by the Student Union board. The board of the Student Union will help the club by advertising the club's activities to its members. In principle the Student Union Helga does not give the clubs working under its authority any financial support. For a particularly justified reason, the club can apply for financial assistance from the Student Union Helga. The decision on the financial assistance is made by the Student Union board.

81 § CLUB COMMITTEE

The contact persons of the clubs together with the Student Union board representative form a club committee, which meets at least once per semester. The purpose of the club committee is to develop Helga's club activities and to offer peer support for its members.

Chapter 14: Lastly

82 § MODIFYING THE ADMINISTRATIVE RULES

Additions and modifications to the administrative rules are decided by the Student Union representative council.

83 § DISCLAIMER

In a case of conflict regarding the language versions of these bylaws, the Finnish bylaws shall apply.