



# Aalto University Student Union's ASSOCIATION REGULATION

## 1 Section 1 General information

2 The association register of Aalto University Student Union (AYY) may accept associations  
3 that unite AYY members and whose purpose and operating methods comply with the law  
4 and good practices. This regulation applies to parties under the AYY association register.

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## 6 Section 2 Association register

7 Associations operating within AYY are divided into cooperative associations, subject  
8 associations, and associations. The approval of the association into AYY's association  
9 register is decided by the AYY Board. The AYY Board also has the right to remove an  
10 association from the association register.

## 11 Section 3 Registration of associations

12 An association does not have to be a registered association. However, operating grants  
13 allocated to unregistered associations may be restricted by the decision of the AYY  
14 Board. Section 10 of the Associations Act is applied to associations that are not  
15 registered in the register of associations of the Finnish Patent and Registration Office.

## 16 Section 4 Member register of associations

17 The association board must keep a list of association members, which must include each  
18 member's full name, domicile, and information on whether a member is also a member of  
19 AYY.

## 20 Section 5 Association bylaws

21 Association bylaws must meet all the requirements set for the bylaws by the Associations  
22 Act. Associations are advised to primarily use the bylaws template designed for AYY's  
23 associations.

## 24 **Section 6 Association finances**

25 Associations are responsible for their operations and finances. Each association listed in  
 26 the association register is obliged to keep accounts. The accounting records must comply  
 27 with the accounting legislation and the Associations Act. The financial statements must be  
 28 made in such a way that the financial position of the association at the balance sheet  
 29 date can be adequately stated. The financial statements must comply with the  
 30 Accounting Act. The association must keep a list of its assets. The audit or operational  
 31 audit must be carried out by the time of submitting an association notice following the  
 32 end of the accounting period.

## 33 **Section 7 Obligations of all associations**

34 Associations must submit an association notice annually by the time specified by AYY. The  
 35 association notice must include at least a list of board members, an informal management  
 36 report, plan of action, valid bylaws, and the direct email address of the association's  
 37 board and at least the email address and telephone number of the association board's  
 38 chair, as well as the number of association members, and information on how many of the  
 39 association's members are also members of AYY. Associations must immediately submit  
 40 amendments to their bylaws to AYY's association specialist to review the association's  
 41 eligibility for AYY's association register.

## 42 **Section 8 Cooperative associations**

43 AYY has cooperative associations to which AYY has delegated some of AYY's  
 44 responsibilities. A separate cooperation agreement is prepared for cooperative  
 45 associations, which specifies benefits provided by AYY and the required obligations to  
 46 receive the benefits. The AYY Board reviews and, if necessary, modifies the terms of  
 47 cooperative association agreements every two years, and associations must report on  
 48 the fulfilment of their obligations under the cooperation agreement. The AYY Board may  
 49 nominate an association as a cooperative association, but the approval of the AYY  
 50 Representative Council is required for admission as a cooperative association.  
 51 Cooperative associations have the same benefits as subject associations. Section II  
 52 Transfer of Funds does not apply to cooperative associations.

## 53 **Section 9 Subject associations**

54 A subject association is an association of students in one or several fields of study, which  
 55 promotes the interests of its students in degree programmes, departments, schools, the  
 56 university and/or professional settings. A subject association takes care of the interests  
 57 of its members towards the school in accordance with a written agreement approved by  
 58 the school. A subject association is responsible for guiding and integrating new degree  
 59 students of its student group into the academic community in collaboration with one or  
 60 more of the following parties:

- 61 I. AYY
- 62 2. AYY and Aalto University Business Students
- 63 3. AYY and Students of Arts, Design and Architecture TOKYO

64 A subject association must also meet the criteria for associations mentioned in section IO.  
 65 An association may apply for a subject association status in connection with the annual  
 66 association notice or with a separate application. If the AYY Board does not approve an  
 67 association as a subject association, the AYY Board may approve the association as a  
 68 regular association without a separate application. If a subject association does not  
 69 meet the requirements for a subject association status, the AYY Board may withdraw the  
 70 subject association's subject association status.

## 71 **Section IO Associations**

72 An association may be accepted into AYY's association register if its operations are  
 73 association activities aimed at AYY members and if at least ten of its ordinary members  
 74 are members of AYY. The AYY Board may grant individual associations permission to  
 75 deviate from the minimum number of members, based on the association's application.

76 When applying for the operating grant, an association must submit the number of  
 77 association members, financial statements, and a budget attached with the annual  
 78 association notice by the time specified by AYY.

## 79 **Section II Transfer of funds**

80 If an association is dissolved or terminated, its funds must be transferred to one of the  
 81 following parties:

82 I. AYY

83 2. An association in AYY's association register that does not restrict the possibility for  
 84 AYY members to join as voting members of the association, and where at least 60  
 85 percent of its members, with a minimum of ten, are members of AYY

86 3. Cooperative association, foundation or fund, the purpose of which is to support the  
 87 activities of the Aalto community or its members.

88 The funds must be transferred to be used for the purpose of the association. If the  
 89 above-mentioned is not possible, the funds must be transferred to support the activities  
 90 of AYY. If these conditions are not met, the association will not be able to receive all the  
 91 benefits offered by AYY.

## 92 **Section I2 Benefits and obligations of subject associations and associations**

93 All associations receive benefits and services based on their operations. Different  
 94 obligations entitle associations to different benefits. Different subject associations may be  
 95 granted more benefits than other subject associations. The number of benefits received  
 96 by individual associations is not limited. The benefits and obligations of subject  
 97 associations and associations are determined in a separate *Benefits and Obligations of*  
 98 *Associations* document confirmed by the Board, which is updated when needed.

99 The content of the document is routinely reviewed by the AYY Board every two years.  
 100 The AYY Board must inform the AYY Representative Council if changes are to be made to  
 101 the *Benefits and Obligations of Associations* document and once the changes have been  
 102 made.

103 **Section 13 Withdrawal from the association register**

104 An association may withdraw from the association register by notifying AYY's association  
105 sector in writing.

106 The AYY Board may remove an association from the association register if the  
107 association has not submitted the association notice by the deadline in two consecutive  
108 years or if the association no longer meets the requirements imposed on the association  
109 by this regulation.

110 **Section 14 Entry into force**

111 This regulation will enter into force on 21 November 2024 and will be applied when the  
112 2025 association notice submission period begins. The AYY Board may, on compelling and  
113 valid grounds, grant associations additional time to make amendments during the year  
114 2025. This regulation has been approved at AYY's Representative Council meeting  
115 10/2024 on 21 November 2024.