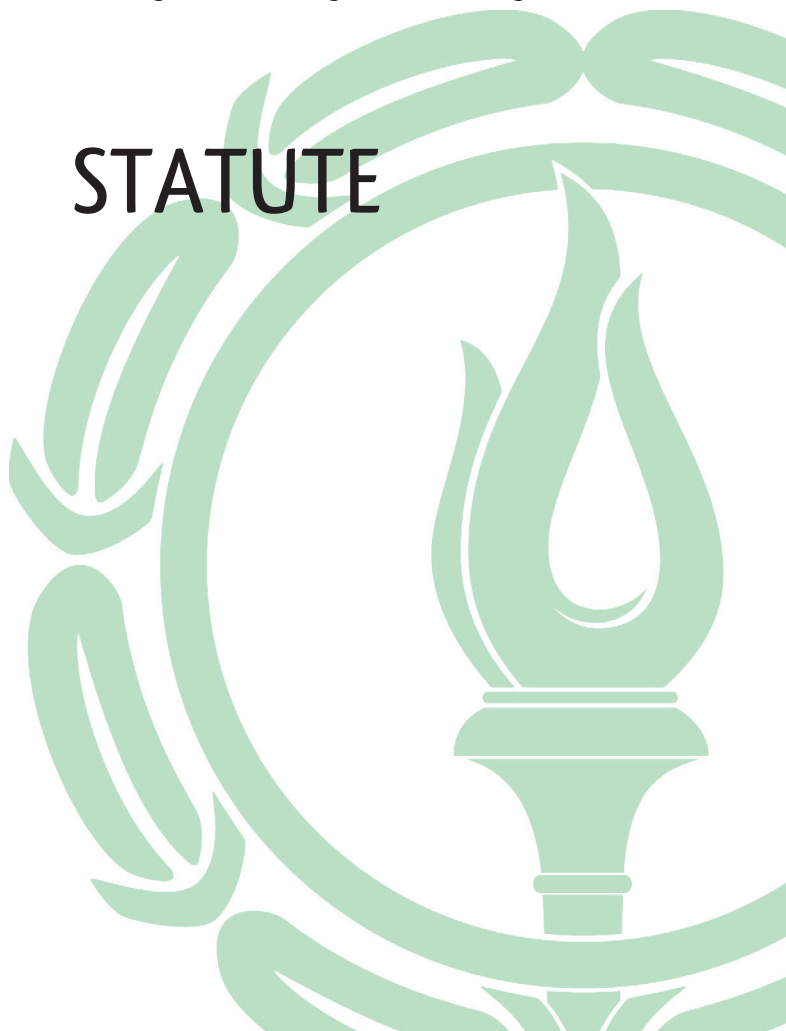


Student Union of the University of Jyväskylä

STATUTE



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STATUTE OF THE STUDENT UNION OF THE UNIVERSITY OF JYVÄSKYLÄ

Approved by the Council of Representatives in the first reading (21.11.2005)

Approved by the Council of Representatives in the second reading (28.11.2005)

CHAPTER I

The Student Union and its purpose

Section 1 The Student Union and its purpose

The name of the Student Union is the Student Union of the University of Jyväskylä (JYY), and it is based in the City of Jyväskylä. By Union decree, the Union is a self-governing community of students studying in the aforementioned university. The purpose of the Union is to act as body linking its members, and to further the aspirations of members in relation to the community, social and spiritual matters, studies, and the position of students in society.

Section 2 Members of the Union

All students of Jyväskylä University who have enrolled as students for a lower or higher degree are members of the Union. Students enrolled for postgraduate studies at Jyväskylä University may become members of the Union.

Section 3 Honorary members

The Union shall invite as an honorary member any person to whom it wishes to show its respect. The honorary member shall be so invited by a unanimous decision of the Council of Representatives of the Union. The Union must maintain a list of its honorary members.

Section 4 Authority for making decisions

The highest decision-making body of the Union is the Council of Representatives, elected by proportional vote and by secret ballot. For the preparation and implementation of its affairs, the Council of Representatives shall choose an Executive Board. The Executive Board shall exercise its executive and implementing powers in the Union in the manner decreed by the Council of Representatives, and with regard to matters defined in this statute.

All members of the Union who are enrolled as students currently attending the University have

an equal right to vote in elections for the Council of Representatives and in matters to be voted on by members.

Section 5 Eligibility and ineligibility for election to executive bodies

Employees under permanent contract to the Union or who are in a fixed-term contract to the Union lasting at least six (6) months are not eligible for election to the Council of Representatives or the Executive Board, nor are they eligible for election to the Residents' Council as members with voting rights.

Members of the Executive Board are not eligible to be members of the Council of Representatives.

CHAPTER II

The Chairperson and Vice-Chairperson

Section 6 The Chairperson and Vice-Chairperson

The Council of Representatives shall elect a Chairperson and Vice-Chairperson out of those members of the Union who were candidates in the election for the Council of Representatives, and who have reached their legal majority. The Chairperson and Vice-Chairperson shall serve for a year at a time.

The elections of the Chairperson and Vice-Chairperson shall each be conducted separately, within the Council of Representatives of the Union.

The election of the Chairperson, as in other elections for the Union in which one person is elected, shall be conducted by majority voting, unless the choice is made unanimously. The election shall be conducted by closed ballot. If in the first round of the voting no candidate receives more than half of the votes, a new round of voting shall be conducted between the two candidates who received most votes. If both candidates receive an equal number of votes in the final round, the winner shall be chosen by lot.

Section 7 The term of office of the Chairperson and Vice-Chairperson

The term of office of the Chairperson and Vice-Chairperson shall commence immediately after the election, in the Organisational Meeting of the

Council of Representatives, and shall last until the next Organisational Meeting of the Council of Representatives. If the Chairperson or Vice-Chairperson has to resign from his/her post during his/her term of office, or becomes ineligible for office, the Council of Representatives must meet to choose a new Chairperson or Vice-Chairperson for the time that remains.

The Chairperson and Vice-Chairperson must have the confidence of the Council of Representatives. The Council of Representatives can pass a motion of no-confidence in the Chairperson or Vice-Chairperson by a 2/3 majority. On receiving a vote of no-confidence, the Chairperson or Vice-Chairperson shall be deemed to have resigned from his/her duties.

Section 8 The tasks of the Chairperson

The tasks of the Chairperson are:

- 1) to call a meetings of the Council of Representatives and general meetings, and to act as Chairperson in these meetings;
- 2) to bring motions before the Council of Representatives;
- 3) to call meetings of those executive bodies set up by the Council of Representatives, in cases where the Council of Representatives has not separately appointed a Chairperson;
- 4) to ensure that in the conduct of the Union the rules and regulations that have been laid down are precisely adhered to.

If the Chairperson becomes ineligible for office or otherwise becomes unable to carry out his/her duties, it shall be the responsibility of the Vice-Chairperson to take care of these duties.

CHAPTER III

The Council of Representatives

Section 9 The members of the Council of Representatives and their term of office

The Council of Representatives shall consist of 41 (forty-one) Union members who are eligible for office. Deputy members of the Council shall also be elected, in number not exceeding double the number of members first elected. In the elections for members and deputy members of the Council of Representatives, the electoral procedures approved by the Council of Representatives shall

be adhered to.

The term of office of the Council of Representatives shall begin on the 1st of January and last for two (2) years. Notwithstanding this, the term of office shall continue until the new Council of Representatives has been elected and chosen its office-bearers. The Organisational Meeting of the Council of Representatives must be held every year.

Section 10 Invitation to a deputy member

If a member of the Council of Representatives becomes ineligible for office, or for some other reason resigns from the Council of Representatives during his/her term of office, or is disqualified or in some other way prevented from taking part in a meeting of the Council of Representatives, the Chairperson must invite a deputy to the person in question, as laid down in the rules of procedure of the Council of Representatives.

Section 11 The duties of the Council of Representatives

The duties of the Council of Representatives are as follows:

- 1) to elect the Union's Chairperson and Vice-Chairperson;
- 2) to elect the Executive Board of the Union and its Chairperson;
- 3) to set up the Residents' Council for the University Village, in accordance with Section 26 of this statute;
- 4) to set up the Management Board of the student newspaper, an Editorial Board for periodical publications, and a committee responsible for building work. To these bodies the Council of Representatives may, within the framework of an approved budget, decide to delegate powers of decision-making, administration and implementation;
- 5) to elect the Central Electoral Board, upon a motion brought by the Chairperson of the Union, and appoint the Chairperson of that board;
- 6) to elect representatives to those governing bodies of organisations and foundations outside the Union in which the Union has permanent representation;
- 7) to choose representatives to attend the Annual General Meeting of those companies in which the Union has a majority of the votes or shares;
- 8) to choose student representatives for the University Senate, for Faculty Council meetings

and for the management boards of separate university institutes;

9) to choose the auditors of accounts for the Union, and persons to deputise for these auditors should the need arise;

10) to choose the Secretary General of the Union, the Property Manger, the Director of Finance, and the Editor-in-Chief of the student newspaper;

11) to approve the budget of the Union and additional budgets, upon a motion brought by the Executive Board;

12) to approve the membership fee of the Union, subject to confirmation by the Rector;

13) to decide on approval of the yearly statement of accounts;

14) to decide on discharging the Council of Representatives and other persons responsible for the accounts from further financial liability or responsibility;

15) to deal with the report given by the Executive Board regarding actions taken by the Union;

16) upon a motion brought by the Executive Board, to deal with questions regarding the buying of property or of shares giving entitlement to the administration of property; or regarding the selling, exchange, renting, holding of property, or the undertaking of new building on such property;

17) to approve any borrowing extending beyond the current accounting period;

18) to approve the statute of the Union, subject to confirmation by the Rector;

19) to approve the electoral procedures of the Union, and other Union codes of practice and rules of procedure, these being: the code of practice of the Executive Board, the code of practice of the university newspaper, the code of practice for the autonomous administration of residences, the code of practice governing the Resident Admissions Panel, the code of practice governing the Union's officials, the code of practice governing Union finances, the code of practice governing the Committee for Building Work, the code of practice governing the loan fund, the code of practice governing leisure activities in Kortepohja University Village, the code of practice governing published periodicals, the code of practice governing the Union's system of referral for conditions requiring treatment; also the Union's system for electing residential members of Kortepohja University Village Residents' Council;

20) to invite honorary members, upon a motion brought by the Executive Board;

21) to decide on other matters which the Council

of Representatives has in individual cases kept within its purview, or which the Executive Board may put before the Council of Representatives for a decision to be made.

In matters defined in points 16 and 17 above, the Council of Representatives may decide to delegate its power of decision making to the Executive Board for a particular reason, for a period not exceeding three months. The delegation of such power shall require a two-thirds (2/3) voting majority in the Council of Representatives. The Executive Board must then report to the Council of Representatives in its following meeting on decisions made as a result of the delegation of such power.

Section 12 Meetings of the Council of Representatives

The Council of Representatives shall meet:

- 1) annually for its organisational meeting, between the 1st and 7th of December, at which time decisions will be made regarding the matters mentioned in Chapter 12 Sections 1, 2, 3, 4 and 9;
- 2) annually by the 14th of December, at which time the matters referred to in Chapter 12 Section 11 shall be discussed;
- 3) annually by the 30th of March, at which time the matters referred to in Chapter 12 Sections 13, 14 and 15 shall be discussed.

The Council of Representatives shall also meet at other times, when the Chairperson deems it necessary, or when at least ten (10) members of the Council of Representatives make a written request, seeking to present a matter for discussion, or according to what the Council of Representatives has decided in its rules of procedure. The matters to be discussed in the Council of Representatives must be mentioned in the invitation to the meeting.

The Council of Representatives shall have a quorum when at least twenty-one (21) members of the Council of Representatives are present.

The Council of Representatives can, by a five-sixths (5/6) majority of votes take for consideration a matter which was not mentioned in the invitation to the meeting.

Section 13 Making decisions

The Council of Representatives shall make decisions by an absolute majority of votes cast unless otherwise specified in this statute.

Section 14 Making decisions in elections

If the choice of a person cannot be made unanimously, an election shall be held. This shall follow the procedures for the election of a Union Chairperson as specified in Section 7 of this statute, with election by a simple majority if there is only one (1) post to be filled. If there is more than one post to be filled, the election shall use a proportional electoral method (see below).

In a proportional election, each voter votes for no more than the number of candidates that are to be elected, these candidates having been previously proposed during discussion. In calculating the voting result, the candidate who comes first in each ballot paper is given a proportionally-adjusted number of votes equal to the number of candidates standing for election. The candidate who comes second on the ballot paper receives half of that figure. The third candidate gets a third of the figure, the fourth candidate gets one quarter, and so on. This is continued until the adjusted figures have been calculated for all the candidates on the ballot paper. The adjusted votes received by a given candidate are then added together, and candidates up to the required number are elected in accordance with the rankings thus obtained. In the event of the adjusted votes being equal the result shall be decided by lot.

Notwithstanding this, the election to the Union's Executive Board shall be conducted between electoral lists, on the basis of majority voting.

The elections shall always be conducted by closed ballot.

Section 15 Other persons present

Every member of the Union, or person carrying out duties for the Union, and all persons invited by the Chairperson shall have the right to attend Union meetings.

Union officials, members of the Council of Representatives and shop stewards of employees of the Union, plus the chairpersons of organs set up by the Council of Representatives, shall have the right to take part in discussions during meetings

of the Council of Representatives, but not to make decisions. The Chairperson may grant the right of speech also to other persons.

On justified grounds, the Council of Representatives shall have the right to discuss matters behind closed doors or with a limited number of persons present.

CHAPTER IV

The Executive Board

Section 16 The Executive Board

The Union's administrative and executive power shall be exercised by the Executive Board constituted by the Council of Representatives. The Executive Board shall contain at least eight (8) and at most ten (10) members of the Union. The Executive Board shall choose from its number a Vice-Chairperson and agree on how its duties are to be divided up.

A quorum of the Executive Board shall exist when at least half of the members, including the Chairperson and Vice-Chairperson, are present.

Section 17 The term of office of the Executive Board

In its organisational meeting the Council of Representatives shall elect the Executive Board for one term of office at a time.

The term of office of the Executive Board shall commence immediately after the meeting in which the election was conducted, ending with the termination of its term of office. Nevertheless, the Executive Board shall continue its functions until its successor has been elected.

The Chairperson of the Executive Board shall call the Executive Board to an organisational meeting within 7 days of the election of the Executive Board.

The Executive Board and its individual members must have the confidence of the majority of the members of the Council of Representatives. A lack of confidence in the Chairperson of the Executive Board involves the entire Executive Board. If the Executive Board itself submits its resignation, or if it receives a vote of no-confidence, the Executive Board shall be deemed to

have resigned at the end of that meeting of the Council of Representatives at which the Council of Representatives has elected a new Executive Board. A new Executive Board elected in the middle of a term of office shall be elected for the remaining term of office.

Section 18 Election of members of the Executive Board

In the absence of unanimity, the election of members of the Executive Board shall be conducted on the basis of electoral lists, utilising a closed ballot. Lists for the voting are to be put up, each of which shall mention the names of members suggested for the Executive Board, and the person among these members who would be the Chairperson. The lists must always be presented in full. If in the voting some list receives more than half of the votes cast, the persons in the list shall be deemed to have been elected. If in the first round of voting there are more than two lists, and if none of these receives more than half of the votes cast, another round of voting shall be conducted, with a run-off between the two lists that received the most votes in the first round. If the final round of voting results in a tie, the result shall be decided by lot.

If a member of the Executive Board loses his/her eligibility for office during his/her term of office, or for some other reason has to resign from the Executive Board, the Council of Representatives shall decide on a person to fill the vacant post in the Executive Board.

Section 19 The duties of the Executive Board

The duties of the Executive Board are:

- 1) to speak on behalf of the Union;
- 2) to bring cases to court and defend cases on behalf of the Union; to conclude agreements and other legal matters on behalf of the Union;
- 3) to bring before the Council of Representatives proposals concerning these matters which the Council of Representatives must decide on, in accordance with a Union decree or the regulations set out here, unless the bringing of the proposal belongs to the tasks of some other body set up by the Council of Representatives;
- 4) to implement the decisions of the Council of Representatives;
- 5) to look after the administration and finances of the Union;
- 6) to take decisions concerning borrowing for a

term that is shorter than the accounting period, and concerning the guarantees to be given for this purpose;

7) to make public the actions carried out by the Union;

8) to appoint persons to posts in the Union, unless this is a task of the Council of Representatives as laid down by Section 11;

9) to exercise the general authority of the Union;

10) to set up an administrative committee to aid it in the preparation of its affairs, plus other committees that are deemed necessary, and to appoint to these committees chairpersons and other members of the committee in question;

11) to make decisions on behalf of the Union concerning: formal expressions of respect, greetings, commemorations, expressions of joy or sorrow, as specified in the rules governing the display of flags and signs;

12) to appoint members to those bodies outside the Union in cases where this is not the task of the Council of Representatives;

13) to appoint one of its members to be on the Jyväskylä Student Newspaper Board of Management and on the editorial board for periodical publications;

14) to carry out other tasks defined by the Council of Representatives.

Section 20 Code of Practice of the Executive Board

The duties of Executive Board and of the committees and workgroups set up by the Executive Board are set out in the Code of Practice approved by the Council of Representatives.

CHAPTER V

General meetings of the Union for the purpose of giving advice; votes by members; initiatives

Section 21 General meetings of the Union for the purpose of giving advice

The Chairperson of the Union shall call a general meeting for the Union to give its advice, discuss and express its views on matters mentioned in the invitation to the meeting, when the Council of Representatives considers that there is reason for such a meeting to be held, or when at least 300 members of the Union make a written request to the Chairperson for discussion of an issue notified by them. The meeting must be

called within 30 days of the presentation of such a request.

Section 22 Votes by members

If the Council of Representatives so decides, or when 500 Union members request it, it is possible for a members' vote to be organised so that the Union can receive advice from its membership. The principles to be adhered to in such a members' vote will be confirmed by the Executive Board separately on each occasion.

Section 23 Initiatives

Organisations acting within the aegis of the Union, members of the Union and employees of the Union have the right to present initiatives to the Council of Representatives of the Union.

An initiative must be set out in writing and given to the Secretary General of the Union.

CHAPTER VI

Administration of Union residences

Section 24 Administration of residences

Residents in housing-stock owned or rented by the Union shall have the right to take part in the administration of residences, as set out in this Statute and in the code of practice covering the self-government of the Union's residences. The particular organ of administration of the Union's residences is the Residents' Council, whose duties are set out annually by the Council of Representatives, and which must act within the framework of the action plan and budget approved by the Council of Representatives.

Section 25 Members of the Residents' Council

The Residents' Council shall consist altogether of nine (9) members, 4 of whom shall be elected from among the residents themselves, by an election conducted on the basis of a secret ballot and equal voting rights, in a manner and at a time defined in the code of practice covering the self-government of Union Residences, and adhering to the electoral procedures applicable to Union residences.

In the election of residents to the Residents' Council, the persons with the right to vote shall be University Village residents over 16 years of age. Candidates in the election must have reach-

ed their legal majority. Union officials cannot be candidates in the election of residents to the Residents' Council.

The representatives of the employees in the residences shall appoint to the Residents' Council two (2) members who shall have the right only to be present, to speak, and to propose motions.

The Council of Representatives shall set up the Residents' Council in its organisational meeting. In so doing it shall appoint to the Residents' Council 5 members from the group of members living in the Student Village. These members shall be in addition to the 4 resident members chosen in the election. The Residents' Council shall appoint a Chairperson from the group of Union members.

Section 26 The duties of the Residents' Council

The duties of the Residents' Council are:

- 1) to look after the general administration of the residences;
- 2) to draw up for the Executive Board an annual draft budget concerning the residences, to form part of the Union's budget;
- 3) to look after the finances of the residences, in accordance with the budget approved by the Council of Representatives;
- 4) to choose from the group of Union members a Chairperson and a Vice-Chairperson; to put to the Executive Board proposals regarding the choosing of officials and employees needed for the administration and care of the residences;
- 5) to draw up for the Executive Board proposals for a Code of Practice and Rules of Procedure to cover the residences;
- 6) to decide on the rules and regulations applying to the residences;
- 7) draw up a draft report on actions taken regarding the residences as part of the full report of the Union;
- 8) prepare a statement of accounts and a report in respect of actions taken on residences; in this regard, submit a draft to the Executive Board for the purposes of the Union's statement of accounts.

Section 27 Other regulations regarding the administration of residences

In the administration of the residences of the Union the budget and codes of practice approved by the Council of Representatives shall be

adhered to. In addition, the administration of the residences must adhere to those general guidelines and instructions which the Council of Representatives and the Executive Board have approved in addition to its budgets and codes of practice.

CHAPTER VII

Signatures

Section 28 Signatures

The Union Chairperson or Vice-Chairperson and the Union Secretary General shall sign documents, statements, agreements and promissory notes that result from a decision of the Council of Representatives. Documents and statements resulting from a decision of the Executive Board shall be signed by the Chairperson or Vice-Chairperson and the Secretary General. Documents and statements resulting from decisions of the Residents' Council shall be signed by the Chairperson of the Residents' Council and the Property Manager.

CHAPTER VII

Union officials

Section 29 Union officials

The Union has officials and other staff to carry out its intentions, and to look after its administration and finances.

The chief officials of the Union are the Secretary General, the Property Manager and the Director of Finance.

Regulations governing the contracts and salaries of officials and other staff, and general regulations governing the order in which posts are to be filled, are defined in the Code of Practice relating to Union officials, in cases where they are not defined in this Statute.

CHAPTER IX

Finance

Section 30 Finance

Expenses resulting from the work of the Union shall be met from the property of the Union and from the income obtained from its operations; also from the membership fee, which the Council of Representatives has the right to charge members of the Union. The amount of the fee is subject to confirmation by the Rector of the University. The University maintains scrutiny of the membership fee charged by the Union.

Section 31 The accounting period

The accounting period of the Union is one calendar year. The income and expenditure belonging to permanent funds is not included in the budget of the Union. If funds for a specific purpose have been allocated in a budget approved by the Council of Representatives, the allocation cannot be transferred or exceeded by the Executive Board, the Residents' Council or any other body without the permission of the Council of Representatives.

The Union's financial affairs are regulated in the financial rules approved by the Council of Representatives.

Section 32 Auditors

In order to audit the accounts and administration of accounts for each financial year, three (3) yearly auditors shall be chosen, of whom at least one must be an auditor approved by the Central Chamber of Commerce (KHT), or an auditor from the Chartered Public Finance Auditor Association (JHTT). There must also be one person familiar with the operations of the Union, along with personal deputies to these persons if need be. The auditor may be a auditing firm. The auditors shall choose a supervising auditor for the Union.

Section 33 Statement of accounts

The Council of Representatives must prepare a statement of accounts for each accounting period. The Executive Board and those responsible for the accounts must at the same time give the record of accounts for the previous year to the auditors, with any documents relating to them, including also other documents clarifying the administration of accounts during the accounting period.

Section 34 The auditors' report

The auditors must give a report on the yearly audit they have carried out no later than 15th March.

CHAPTER X

The Annual Day of the Union and the Union's emblems; honours and distinctions conferred by the Union

Section 35 The Annual Day of the Union

The Annual Day of the Union shall be celebrated on the 24th of March, to commemorate the start of educational availability for all classes of Finnish society. However, the annual celebration can take place on another day specified by Executive Board, if the Annual Day falls during Easter, or if there are other extremely pressing reasons for changing the date.

Section 36 Other occasions to be marked

The organisation of other occasions to be marked shall be decided by the Executive Board. The Executive Board shall decide on the measures to be taken, which may involve showing respect, joy, sorrow or some other expression of mood.

Section 37 The emblems of the Union

The Union has a coat of arms, a flag, and a badge of membership. Every member of the Union shall have the right to purchase the badge.

The Union can confer honours and distinctions.

The emblems, honours and distinctions used or conferred by the Union are defined in the regulations of the Union governing flags and signs.

The Union has a coat of arms, designed by lecturer Roivo Ojala and gifted by him to the Union on the 24th of March, 1938. It has the emblem of the Union in gold placed on a green base. The Union also has a flag, gifted to the Union by the women of the Institute of Higher Education on the 24th of March, 1929. The flag of the Union is used on public occasions by a decision of the Executive Board.

CHAPTER IX

Application for a review

Section 38 Application for a review

An application for a review of a decision of the Union can be made through a complaint to the Hämeenlinna Administrative Court, as stipulated in the Act on Administrative Legal Procedures (586/1996).

In addition to what is stipulated in Act on Administrative Legal Procedures, a member of the Union may apply for a review of a decision made by the Union Council of Representatives or by the Executive Board, or by a body referred to in Decree (116/1998) Section 2 para. 2, on the grounds that the decision followed procedures deviating from those laid down in the law, decree or regulations governing the Union; or that it was in some other way contrary to the law, decree or regulations governing the Union.

Every person shall have the right to seek rectification of a decision made by an executive body of the Union other than the Council of Representatives, on the grounds that his/her individual rights have been infringed. As a Union member he/she may also seek rectification on the grounds that the decision followed procedures deviating from those laid down in the law, decree or regulations governing the Union; or that the decision exceeded the powers of the body concerned; or was otherwise contrary to the law, decree, rules or other regulations governing the Union. The Executive Board shall be applied to for rectification, unless the rectification concerns a decision of the Executive Board, in which case the rectification shall be sought from the Council of Representatives.

The application for rectification must be made within fourteen (14) days of the day when the decision was announced in a manner specified by the rules; or else when the decision affects some person individually; or when he/she gains knowledge of the decision. Nevertheless, no application for rectification can be made in the case of a decision which is solely a matter of preparation or implementation.

CHAPTER XII

Special regulations

Section 39 Public availability of documents

The minutes of the Council of Representatives, and decisions of meetings of the Executive Board and Residents' Council to which a complaint is attached, must be available for perusal in the Union office in question, at a time intimated in advance; or else they must be displayed on an official notice board of the Union, no later than one week from the time when they were checked.

The documents of the Union are open to inspection by Union members. Documents belonging to the Union's business and property activities, and documents concerning private persons are not public documents. The person in question shall have the right to inspect documents concerning himself or herself. A document which is under preparation is not a public document.

Section 40 Alterations to regulations

Changes to these regulations shall be decided by the Council of Representatives. The decision to make a change shall be made in two meetings of the Council of Representatives by a three quarters (3/4) majority of the votes, with an interval of at least one week between these meetings. The decision for an alteration shall come into effect after the Rector of Jyväskylä University has confirmed the decision.

Section 41 Other rules

In addition to these rules, the following codes of practice and rules of procedure that have been approved by a 2/3 majority of the Council of Representatives are to be observed in the conduct of the Union: the procedures prescribed for elections, the rules of procedure of the Council of Representatives, the code of practice of the Executive Board, the code of practice governing Union officials, the regulations governing financial affairs, the code of practice of the Committee for Building Work, the code of practice governing the Union's flag and emblems, the code of practice governing the university newspaper, the code of practice governing the self-government of residences, the electoral procedures of the Student Village, the code of practice of the Resident Admissions Panel and the code of practice governing periodicals.

Section 42 Entry into force

These rules shall come into force immediately on confirmation by the Rector of Jyväskylä University. The entry into force of these rules supersedes the rules of the Union confirmed by the Rector on 31.3.2003.

CODE OF PRACTICE OF THE STUDENT UNION'S RESIDENT ADMISSIONS PANEL

Approved by the Council of Representatives 28.11.2005

Section 1

This code of practice shall be adhered to by the Resident Admissions Panel in selecting residents for Kortepohja Student Village.

Section 2

The Resident Admissions Panel shall include one (1) member chosen by the Union Executive Board, in addition to the Social Secretary, who shall be a member by virtue of his/her job. It shall also include the Union Property Manager, or a person to act in his/her place as specified by the Union Executive Board, who shall act as the Panel Secretary.

The Chairperson of the Resident Admissions Panel shall be a member chosen by the Executive Board of the Union.

Section 3

As the need arises, the Chairperson call a meeting of the Panel and chair the meetings. The Resident Admissions Panel shall decide on the manner of calling the meetings.

The Secretary shall take minutes of the meetings of the panel and convey the decisions to the offices of the Union and Kortepohja Student Village for action to be taken. He/she shall also take care of the clerical work of the Panel. The Secretary shall present applications for accommodation to the Panel.

Section 4

A meeting of the Resident Admissions Panel shall have a quorum when the Chairperson and at least one (1) member is present.

Minutes of the meetings of the Resident Admissions Panel shall be kept. The meetings are secret, and the members of the Panel are bound to secrecy regarding personal information they receive concerning applicants.

Section 5

The persons selected as residents of Kortepohja Student Village shall be students or students' families. Nevertheless, priority shall be given to members of the Union who are taking courses for a lower or higher degree, and who are enrolled as students currently attending Jyväskylä University. If the applicants are a couple (married or unmarried) at least one member of the couple must fulfil these conditions.

Section 6

The right to rent accommodation shall be granted for an indefinite period. Nevertheless, during the time of the occupancy the tenant must be a student currently attending Jyväskylä University and a registered member of the Union. For this to be verified, the tenant is required, upon request, to furnish the necessary information to the Resident Admissions Panel.

Section 7

The rental agreement shall always be set out in writing, one copy to each party, and it shall be terminated within six (6) months of any checks which reveal that the tenant is not enrolled as a student currently attending Jyväskylä University.

Section 8

The right to rent is granted individually, and the occupancy of the residence must not be transferred without the consent of the landlord.

The resident shall have the right to transfer occupancy to another person, either with or without financial recompense, for at most two (2) years, if for reasons of work, studies, illness, or some other approved reason, he/she lives in another municipality, town or village, and if the landlord does not have any justified reason to oppose the transfer. The resident can transfer occupancy with the consent of the landlord, provided that he/she is during this time responsible for the residence, for the rent, and for the payment of other charges connected with the residence. The transfer of occupancy must not take place in order to gain financial benefit, for example by charging for the accommodation a higher rent than the rent currently paid by the tenant. Abuses connected with the transfer of occupancy shall be sufficient grounds for termination of the tenancy.

Information concerning a transfer of occupancy

for no more than six (6) months must always be given in writing to the Accommodation Office so that the residents' register can be kept up to date. The Accommodation Office shall at that time make a decision concerning the transfer of occupancy. Any transfer of occupancy lasting more than six (6) months shall always be a matter for decision by the Resident Admissions Panel. Following a written application, the Resident Admissions Panel may, for reasons mentioned in the second paragraph of this Section, consent to a transfer of occupancy for a longer time, but not exceeding two (2) years.

No later than one month before a temporary break in occupancy, the tenant must give written notice to the landlord. The tenant shall have the right to relinquish occupancy without losing his/her rights to rent in the case of serious illness, giving birth, doing military service or spending time abroad in connection with studies.

Section 9

The grounds for selecting residents shall be the applicant's financial position and need for accommodation. Priority shall be given to those applicants who have an illness, injury or disability which can reasonably be considered to require the provision of accommodation.

In addition, the panel can consider applications on a case-by-case basis, as necessary.

Section 10

The office of Kortepohja Student Village shall maintain a waiting list through which residents of the Student Village can apply for a transfer from one residence to another. The Resident Admissions Panel shall provide instructions to the office about maintenance of the waiting list.

Section 11

If a person is offered accommodation, he/she must, within a time specified by the Resident Admissions Panel, confirm whether he/she wishes to take the accommodation offered. At the same time he/she must pay a reservation fee. Failure to pay may result in the offer being withdrawn.

The resident shall have the right to repayment of the reservation fee when he/she moves away from the Student Village. Nevertheless, the Student Village shall have the right to withhold

repayment in cases where the tenant has neglected to make payments, or as compensation for damage caused to the Student Village.

Section 12

This code of practice shall supersede the code of practice of the Resident Admissions Panel that was previously in force, approved by the Council of Representatives on 28.12.2002

This code of practice shall come into force on 1.12.2005.

This code of practice and modifications to it have been confirmed by the Council of Representatives of Jyväskylä University Students' Union by a two-thirds (2/3) majority of votes.

THE FINANCIAL RULES OF THE STUDENT UNION OF THE UNIVERSITY OF JYVÄSKYLÄ

Approved in the Council of Representatives on the 28th November, 2005

Section 1 General

These rules shall be adhered to in the financial affairs of the Union, in addition to what has been laid down concerning financial governance in the rules, law and decree of the Union.

Section 2 The Duties of the Executive Central Committee

The task of the Executive Central Committee is, in addition to the tasks laid out in the Executive Board's Code of Practice, to prepare the budget of the Union and the statement of accounts for discussion by the Executive Board. The Executive Central Committee must keep a close watch on the Union's financial situation and present proposals to the Executive Board concerning possible measure to be taken in regard to that situation. The Executive Central Committee shall act as the management body for the Union's loan fund. The Executive Central Committee may call in experts as non-voting members.

Section 3 Budget and Statement of Accounts

Within the budget, income and expenditure is divided into main and subsidiary cost centres, according to function. The cost centres are divided into expenditure groups, and the expenditure groups into accounts. The budget includes a list of persons linked to salaries.

Financial allocations reserved for a specific purpose in a budget approved by the Council of Representatives cannot be transferred or exceeded by the Residents' Council without the consent of the Council of Representatives.

Budgetary allocations can be used only according to their designation and original purpose. However, modifications can be made within main cost centres by decision of the Executive Board.

If an allocation reserved for a main cost centre is insufficient, or if there is a desire to change how it is used, or if the matter is one of a completely new item of expenditure or cost centre, a supple-

mentary budget must be presented to the Council of Representatives in good time.

The Residents' Council and the Executive Board must keep a close watch on the use and development of financial allocations. In the event of the income of a main cost centre falling into deficit, the Council of Representatives must be informed and the reasons given. At the same time means must be presented for remedying the situation.

The Executive Board has the right to permit a payment to be made, even if no allocation has been made for this purpose, if the Union is legally or contractually responsible for the payment. In such a case a supplementary budget must then be presented to the Council of Representatives without delay.

The statement of accounts shall be signed by the Executive Board when it contains a due quorum of members, the Secretary General and the person who has drawn up the statement.

Section 4 The Membership Fee

The regulations concerning the fees for membership of the Union are set out in the Statute of the Union. The amount of the fee shall be subject to confirmation by the Rector of the University.

No fee shall be charged to a member who has registered himself/herself as not in attendance at the University.

On receiving an appeal, the Secretary General shall have the right to grant exemption from the fee mentioned above in whole or in part, when there are special circumstances, or when there are no grounds for charging the fee. In unclear cases the Union Executive Board shall decide on the matter.

If a student studying for a basic degree graduates by the end of September, on receipt of an appeal from that student, his/her membership fee shall be reimbursed. Similarly, the spring term portion shall be reimbursed, if he/she graduates by the end of January at the latest. Appeals for reimbursement must be submitted no later than 10th October in the case of Autumn term graduations, and no later than 10th February in the case of Spring term graduations.

Section 5 Loans

The taking out of a loan shall be decided by the Council of Representatives. Nevertheless, the Executive Board shall have the right to decide on loans of less than a year and on the guarantees to be given in respect of such loans, always in accordance with the regulations set out in the Union Statute.

Section 6 Approval of Invoices

The chief officials of the Union shall approve the invoices connected with their own individual sector.

The Secretary General shall approve the invoices belonging to special activities. If the matter in question involves compensation due to the Secretary General, the Chairperson of the Executive Board may approve the said invoice.

Persons in charge of particular Union branches shall approve the invoices pertaining to those branches. If the person in charge is prevented from approving the invoice, the invoice may be approved by one of the chief officials of the Union acting in his/her place.

Invoices pertaining to property shall be approved by the Property Manager. If the matter in question pertains to compensation due to the Property Manager, the Secretary General of the Union or the Chairperson of the Executive Board may approve the said invoice.

Invoices to be paid by the Union Head Office shall be approved by the Director of Finance. If the matter in question concerns compensation due to the Director of Finance, the Secretary General of the Union or the Chairperson of the Executive Board may approve the said invoice.

During holidays taken by the chief officials of the Union, one chief official may approve an invoice pertaining to another chief official's area of responsibility, for reasons of urgency and for other justified reasons.

Section 7 Control of Risk

The Executive Board of the Union shall be responsible for controlling and reconciling elements of risk. The Executive Board shall be responsible for insuring possessions of the Union and items for which the Union is responsible.

Section 8 Entry Into Force

These financial regulations supersede the financial regulations that were approved by the Council of Representatives on 28.11.2002. The decision regarding modifications to this code of practice has been taken by the Council of Representatives with a two thirds (2/3) majority of the votes.

These financial regulations shall come into force on 1.1.2006.

THE ELECTORAL RULES OF THE UNION

CHAPTER I

General regulations

Section 1

In the elections for members and deputy members of the Council of Representatives, the rules here set out shall be adhered to. The election to the Council of Representatives shall be conducted every two years, during the months October–November. The period of office of the Council of Representatives is two years.

Section 2

In the elections for the Council of Representatives of the Union, the right to vote shall be given only to members of the Union who are enrolled as students currently attending Jyväskylä University.

Section 3

The right to vote can be exercised only by members of the Union in person. Each person with the right to vote shall have one vote in an election.

Section 4

Elections shall be conducted on a secret, direct and proportional basis.

Section 5

The electoral register shall be based on a list of members, drawn up according to the information provided by the University Administrative Office.

Section 6

In the elections for the Council of Representatives, every Union member with the right to vote is eligible to stand as a candidate, provided that he/she has enrolled at the University before expiry of the period when candidates are put forward. Nevertheless, Union officeholders and employees, whether on a permanent or fixed-term contract, are not eligible for election to the Council of Representatives.

CHAPTER II

The Central Electoral Board and the polling committees

Section 7

In order for an election to take place, a Central Electoral Board shall be put set up. The Chairperson of the Union shall put before the Council of Representatives a motion concerning the setting up of the Central Electoral Board, and shall either act himself/herself as the Chairperson of the Central Electoral Board, or shall appoint a Chairperson to the Board.

In addition to the Chairperson, the Central Electoral Board shall contain four members. The Chairperson of the Union shall invite these members out of those members with the right to vote. The Board shall be set up in such a way that those opinions represented in the previous election shall, if possible, be represented on the Board. Each member shall have a corresponding individual deputy member. The Secretary General of the Union shall act as the Chief Secretary of the Central Electoral Board.

Upon a motion put by the Residents' Council, the Central Electoral Board for elections to the Council of Representatives of the Union may function also as the Central Electoral Board for elections to the Residents' Council of Kortepohja Student Village.

Section 8

Voting in elections can take place at several polling stations. The locations shall be decided by the Central Electoral Board. An electoral committee shall be set up at each polling station.

Section 9

The Central Electoral Board shall appoint a chairperson and a sufficient number of members and deputy members.

CHAPTER III

Candidates, electoral alliances, electoral rings

Section 10

Candidates shall be nominated in such a way that the Union member wishing to be a candidate shall make written notification of the matter to the Central Electoral Board, using for this purpose a form (candidature declaration form) confirmed by the Central Electoral Board. The person putting himself/herself forward as a candidate must sign the declaration personally. The signature on the declaration must be witnessed by two persons.

Section 11

Two or more candidates have the right to form an electoral alliance. In this case the name of the electoral alliance and its emblem, if any, should be marked on the candidature declaration. In addition, the candidates wishing to form an electoral alliance must draw up the founding document of the electoral alliance using a form confirmed by the Central Electoral Board (electoral alliance declaration).

In the electoral alliance declaration the name of the electoral alliance and its emblem, if any, should be mentioned; furthermore, notification should be given of the agent acting for of the electoral alliance and his/her deputy, both of whom should be members of the Union. The agent and deputy agent of the electoral alliance may also be candidates, but only for that electoral alliance for which they are agents.

A candidate can be a member of only one electoral alliance. A member of the Union can be an agent or deputy agent of only one electoral alliance.

Section 12

If a person appears as a candidate or agent in two or more electoral alliances, the Central Electoral Committee shall remove his/her name from all such alliances. Furthermore, if the person is a candidate, his/her candidature shall be struck off.

Section 13

Two or more electoral alliances may form themselves into an electoral "ring" (Finnish: vaalirengas). Furthermore, one or more candidates not belonging to an electoral alliance can join an electoral ring, along with an electoral alliance or several electoral alliances.

The electoral alliance or the candidate can belong to only one electoral ring. Those combining to form an electoral ring shall present a document of agreement to the Central Electoral Board. In this document mention shall be made of the name of the electoral ring plus its emblem, if any; also the names of those joined in association within the electoral ring. The document of agreement must be signed by the agents of the electoral alliances, and also by those candidates who do not belong to an electoral alliance.

Section 14

The Chairperson of the Central Electoral Board must state on the election announcement a date by which the documents mentioned in Sections 10-13 above are to be presented to the Central Electoral Board; the announcement must also state the place to which the documents must be presented. This date and time must also be announced on the notice board of the Union at least two weeks before the expiry of the time limit.

CHAPTER IV

Measures to be taken in preparation for an election

Section 15

The Central Electoral Board shall inspect the documents deposited with it, as specified in Sections 10-13. It shall furthermore approve lists of candidates and electoral alliances for inclusion in the composite list of candidates, provided that the relevant documents are correctly filled in and given to the Electoral Board within the time limit.

If there are any ambiguities or errors in an electoral document deposited with the electoral board, the Electoral Board must immediately announce these on the notice board of the union and announce a two-day period within which the agent of the electoral alliance or the candidate

himself/herself must clarify the ambiguity, include missing information or correct the error. After this time limit has expired, the Electoral Board shall meet again to decide on the composite list of candidates, accepting within this list those candidates' lists or declarations of candidature which were clarified or corrected within the required time limit, in terms of the requirements specified in Sections 10-13 above.

Section 16

In the composite list of candidates those candidates who do not belong to electoral rings or electoral alliances shall come first, in alphabetical order. The electoral rings, and also the electoral alliances that do not belong to such rings, shall come next, in an order determined by lot. Individual candidates in the electoral rings should be placed at the beginning of the electoral ring in alphabetical order.

Electoral alliances included within electoral rings enter into the ring in an order defined in the document of agreement. The order of candidates belonging to electoral alliances is determined according to the founding document of the electoral alliance. Candidates on lists of candidates are numbered in the order defined in the paragraph above, starting from the number "2". In the composite list, the ordering is alphabetical, starting from A in the case of individual candidates; otherwise the ordering of rings and alliances is determined by lot, as specified in the paragraph above, or in the case of electoral alliances, as specified in the founding document. In the composite list, mention must be made of the election for which the composite list was drawn up.

Section 17

The Central Electoral Board must draw up and duplicate the ballot paper used in the election.

The ballot paper must include an indication showing which election it is to be used in. It must also contain a circle in which the voter writes the number of the candidate that he/she is voting for.

Section 18

The Central Electoral Board shall decide on the times and locations for voting to take place.

Voting should take place over a period of at least

eight (8) hours. The voting can be conducted over two successive days. The times and locations for voting must be communicated to the polling officials at least two weeks before the voting, on the notice boards of the Union and in the student newspaper.

Section 19

If the number of approved candidates standing for election does not exceed the number of seats available on the Council of Representatives, no special electoral procedure shall be put in place.

CHAPTER V

Polling procedure

Section 20

In order to conduct the election, the Central Electoral Board and the polling committees shall meet, at the invitation of the Chairperson of the Central Electoral Board.

Once each polling committee has chosen a secretary from among its members to keep a record, and has received from the Central Electoral Board the composite list of candidates, plus ballot papers, calculated as sufficient in number, polling shall commence at the time previously announced.

Before voting begins, the electoral board and the first voter must ensure that the ballot box is empty. The polling station can utilise ballot boxes that have been in use in another polling station earlier. In such a case, before the ballot box is used there must be witnesses to the fact that the ballot box has been locked and sealed in such a way that no ballot papers could have been dropped into it. After this the representative of the Central Electoral Board must open the lock and seal, so that voting is once again possible. At no stage of the proceedings may the actual ballot box be opened. The inner lid of the ballot box must be kept closed and sealed the whole time.

Section 21

During voting, at least three members of the polling committee must always be present at the polling station.

The polling committee must ensure that there is

no electoral propaganda of any kind within the polling station.

Persons not belonging to the polling committee do not have the right to look at the electoral register during the time of the election. Nor during polling can the polling committee give to any outsider information about which persons have voted. The polling committee must, on request, give voters information on the regulations governing the polling procedure.

Section 22

Within the polling station, a sufficient number of composite lists of candidates must be put on display. In particular, such a composite list must be on display at the point where the voter puts his/her indication on the ballot paper. The polling committee must make sure that the voter can keep his/her vote secret and put his/her indication on the ballot paper; also that the necessities for so doing are within reach.

Section 23

Voters who wish to exercise their right to vote, must, in order to get a ballot paper, present themselves to the polling committee and show proof of identity.

The polling committee must make absolutely sure that ballot papers are given to no persons other than those with the right to vote.

Section 24

The voter must mark within the circle on the ballot paper the number of the candidate for whom he/she wishes to cast his/her vote. No other marks must be placed on the ballot paper.

If the voter wishes to make use of a new ballot paper, he/she can get one from the polling committee, after giving back his/her previous ballot paper, which must be marked as invalid and kept in a sealed envelope, to be given to the Central Electoral Board.

Section 25

After marking on the ballot paper the number of the favoured candidate, the voter must fold it and take it to the polling committee to be stamped. The voter must then place the stamped paper in the ballot box. The voter shall then be deemed to have exercised his/her right to vote.

Section 26

On the basis of the handing over of the ballot paper and the exercising of the right to vote, the polling committee shall put a mark on the electoral register.

Section 27

If the polling committee is not in agreement about some procedure, it must immediately submit the matter to the Central Electoral Board for a decision.

Section 28

A quorum of the Central Electoral Board must be available to meet the polling committee throughout the entire polling procedure. A quorum shall be constituted by the Chairperson of the Central Electoral Board and two other members.

The Central Electoral Board must decide matters in cases where the polling committee has not reached agreement. It must maintain scrutiny over the general conduct of the election, making sure that the polling committees adhere to common procedures, and giving the polling committees guidance in this regard.

CHAPTER VI

Advance voting

Section 29

Any member of the Union with the right to vote may vote in advance, as specified in this Chapter.

Section 30

Advance voting shall be conducted on days specified by Central Electoral Board, after publication of the list of candidates.

The first day of advance voting must be no later than 4 days before the actual polling day.

The Central Electoral Board shall decide on locations for the advance voting; also the duration of the advance voting for each day of the advance voting.

Section 31

The arrangements for the voting shall be taken care of by the Central Electoral Board Secretary plus members of the polling committees, as decided by the Central Electoral Board. The voting shall follow the instructions laid down by the Central Electoral Board.

Section 32

The Central Electoral Board must ensure that the locations for voting and more precise arrangements for advance voting are announced immediately after publication of the composite list of candidates, and in each voting location.

Section 33

No propaganda activities may be conducted in the locations for advance voting. Persons arriving at the locations must follow the instructions given by the electoral officials, for maintaining good order in the proceedings and for ensuring that the voting takes place without disturbance.

In other respects the conduct of the election must adhere to the procedures laid down in Chapter V.

Section 34

All persons voting in advance must present themselves to a polling official at the premises where the advance voting is to take place.

Polling officials must take great care to ensure that ballot papers are given only to persons with the right to vote.

Section 35

In respect of the marks made on the ballot paper, and also the issuing of a new ballot paper, the procedures are as specified previously in this Chapter (V). Voting in the locations for advance voting must be organised in such a way that voting secrecy is maintained.

Section 36

When the advance voting is concluded, the Central Electoral Board must ensure that each ballot box is carefully sealed, kept in a locked location, and opened only for the final counting of the votes. In the case that the same ballot box is used later in another voting location, the Central Electoral Board must ensure that the

procedures are as specified in Section 20 of the rules here set out.

Section 37

At the start of the counting of the votes, the Central Electoral Board must declare that the voting numbers match, as shown by the ballot papers in the ballot box, the documentation received, and the electoral register. The declaration must be written into the electoral record.

In other respects, the counting of votes shall adhere to the rules set out in Chapter VII.

CHAPTER VII

Determining the result of the election

Section 38

The counting of the votes shall take place in a single location. In counting the votes, the ballot papers shall be removed from the ballot boxes and counted without the papers being opened. At the same time a count shall be made of the number of persons who, according to the marks made on the electoral register, have exercised their right to vote. After this the ballot papers shall be opened and checked.

Those ballot papers which, according to the rules set out in Sections 4 and 39 are deemed invalid, shall be divided into separate groups. The remaining ballot papers shall be organised in such a way that the ballot papers in favour of each candidate are placed in separate groups. In the electoral record an entry shall be made recording the total number of ballot papers, and the numbers of votes in favour of each electoral alliance, each electoral ring and each candidate.

Section 39

A ballot paper shall be invalid if it has not been received from the polling committee, or if the candidate's number is marked in such a way that it does not show completely clearly which candidate the voter has chosen; or else if some other mark has been made on the paper. Nevertheless, a full-stop after the number, or the underlining of the number, shall not render the ballot paper invalid.

Section 40

The Central Electoral Board shall go through the records of the polling committees, check the calculations made by them, decide on the rejection of erroneous ballot papers, and calculate the final result of the election.

Section 41

Ballot papers in favour of the same candidate shall be regarded as forming a voting group.

Section 42

The candidates of every electoral alliance shall be ranked in order of the number of votes they have received. In the event of two candidates having received the same number of votes, the ranking shall be decided by lot.

Thereafter the candidate ranked first in an electoral alliance shall receive as his/her proportionally-adjusted figure the total number of votes for that alliance. The candidate ranked second shall receive half of that number, the third one third of that number, and so on.

If the electoral alliance does not belong to an electoral ring, the proportionally-adjusted figure thus calculated is the final proportionally-adjusted figure.

Section 43

If an electoral ring has been formed, the candidates in that ring shall be ranked in the order of the proportionally-adjusted votes that they received in their respective electoral alliances. In the event of the same number of proportionally-adjusted votes being received, the order shall be decided by lot. Thereafter the candidate ranked first in the electoral ring shall be allotted as his/her final proportionally-adjusted figure the entire number of votes cast for that electoral ring. The second shall receive half of that number, the third one third, and so on.

Section 44

All the candidates shall be ranked according to the final proportionally-adjusted number of votes. In the event of candidates receiving the same number of such votes, the difference in their ranking shall be decided by lot. Thereafter those candidates who have received the largest number of proportionally-adjusted votes shall be

declared elected, starting from the candidate with the highest number and continuing in descending order until all the vacant seats have been filled. On the basis of the rank order, deputy members shall also be elected from those electoral alliances whose members have been elected. There shall be twice as many deputy members as there are elected members from the electoral alliances in question.

Section 45

If a member of the Council of Representatives resigns, the Council of Representatives must invite in his/her place a member from his/her electoral alliance, according to the number of proportionally-adjusted votes received; or if that is not possible, invite such a member from the electoral ring that the resigning member belonged to. Following the same principles, a member shall become a deputy member on the basis of proportionally-adjusted voting figures.

If a member of the Council of Representatives becomes ineligible to take part in a meeting of the Council of Representatives, or resigns, a deputy member must be called from his/her electoral alliance to take his/her place, on the basis of proportionally-adjusted voting figures; or if that is not possible, from the electoral ring of the person in question.

In the event that a member becomes ineligible or resigns, and that it is no longer possible to invite from the list of the electoral alliance or electoral ring a new member or deputy member to become a member of the Council of Representatives, the place in the Council of Representatives shall be filled by that candidate who received the largest number of proportionally-adjusted votes after the elected member or deputy member.

CHAPTER VIII Particular rules

Section 46

The result of an election shall be announced on the Union notice board. The electoral record of the Central Electoral Board must be signed by all the members of the Central Electoral Board.

Section 47

Before completion of the electoral procedures, any member of the Union with the right to vote may complain to the Central Electoral Board about the measures taken by the polling committee. The Central Electoral Board must deal with the complaint without delay.

Any complaint concerning the decision made by the Central Electoral Board on the election must be put to the Executive Board of the Union within 14 days of the announcement of that decision.

Section 48

Documents and ballot papers from the election must be stored by the Central Electoral Board in a locked place, until the time limit for making a complaint, as defined in Section 47 para. 2, has elapsed, or until the complaint has been dealt with.

Thereafter the documents shall be placed in the archive of the Union.

Section 49

The modifications to these rules of electoral procedure have been decided by the Council of Representatives of the Union. The decision to make modifications has been carried by a two-thirds majority of the votes in a meeting of the Council of Representatives.

These rules of electoral procedure shall come into force on 1st January 2003.



Student Union of the University of Jyväskylä 2008