

STUDENT UNION POKA OF KARELIA UNIVERSITY OF APPLIED SCIENCES: BYLAWS FOR DIVISION

Section 1 In general

A division is part of the Student Union POKA of Karelia University of Applied Sciences, referred to in these Bylaws as the Student Union. The Board of the Student Union is referred to as the Board. The division's activities shall be in accordance with these Bylaws and the regulations of the Student Union.

A division operates under the Board of the Student Union and may be a degree programme- or campus-specific but it does not act as an independent registered entity.

The division is not an independent registered association, meaning it is not a legal entity with accounting or financial responsibilities.

Section 2 Purpose and Role

The division's purpose is to be close to the students, serving as an information provider and a promoter of community spirit.

The division's role is to foster team spirit and a sense of togetherness and community, for example by organizing various events and leisure activities. Division members may serve as student representatives in Karelia UAS working groups, as decided by the Board. The division can also maintain contact with the staff of the UAS and can submit development proposals to the Student Union for further consideration.

Section 3 Rights and Responsibilities

The division operates under the Board of the Student Union and therefore has both rights and responsibilities. The division has the right to:

- admit members who are students of Karelia UAS
- receive funding from the Student Union in accordance with the Student Union's budget
- receive training from the Student Union, if necessary, for the performance of its duties
- request assistance from the Student Union in matters relating to its rules, activities, or advocacy matters

The division is responsible for:

- following the division regulations and the Student Union rules
- keeping records of meetings
- preparing and delivering an annual action plan, budget, budget monitoring for the past year and an activity report to the Board
- keeping a list of division members
- adhering to good manners and practices as a representative of the Student Union in both their activities and communication

Section 4 Term

The term of office of the division is a calendar year, unless the division has decided otherwise.

Section 5 Operators of the division

The division shall consist of at least three (3) full members and shall not have more than twelve (12) members.

A full member of the division must be a member of the Student Union POKA. The chairperson, vice-chairperson, and secretary must be full members. The persons, together with the selected officers, shall constitute the Board of the division.

The division may also include members who have only the right to be present and speak. They must be full-time students of Karelia UAS.

The division must make an annual nomination of its actors to the Board of the Student Union.

Section 6 Establishment of a Division

A member of the Student Union can establish a division. The establishment of the division and its purpose must be discussed with the Chairperson and the Executive Director. The final approval for the establishment of the division is given by the Board. To operate, the division must be organized in a manner approved by the Student Union.

1. The founder submits a proposal for a new division to the Board.

The proposal must include:

- The mission statement of the division
- The purpose of the division
- The target group

- A proposal for the members of the first term of office

2. The Board will consider the proposal for the establishment of the division at its meeting.

The Board:

- verifies that the mission statement aligns with that of the Student Union
- checks the membership status of full members and the right to study of those who are entitled to be present and to speak
- approves, rejects, or requests further clarification of the proposal

3. Once the decision has been approved, the division will hold its founding and organizing meeting.

- The Chairperson of the division shall convene the founding and organizing meeting
- The meeting shall be quorate when at least three (3) full members are present
- The division submits the meeting minutes, action plan, and budget to the Board.

4. Once the Board has approved the minutes, action plan, and budget, the new division is organized and has a quorum.

Section 7 Dissolution

The Board of the Student Union may decide to dissolve the division if the division neglects its obligations or acts contrary to good manners. The Board of the Student Union may also dissolve the division at the request of the division. When the division becomes a registered association, the division is dissolved. In the event of dissolution, all previous agreements and obligations of the division must be negotiated separately by the Board of the Student Union.

Section 8 Organization

The division holds an organizing meeting annually. The organizing meeting is quorate when at least three (3) full members are present.

At the organizing meeting, the division shall elect a chairperson, a vice-chairperson, a secretary, and other full members, as well as any members with speaking and voting rights.

The division shall submit the proposed members to the Board, which shall verify their Student Union membership and right to study.

Once the Board has approved the proposal, the division is organized and has a quorum.

Section 9 Joining and Resigning

It is possible to join the division as a member.

When joining the division, the Chairperson of the division approves the membership, unless the division decides otherwise.

An actor resigning from the division shall submit a request for resignation to the Chairperson of the division. The resignation shall take effect when the Chairperson of the division has received the resignation request. The division may also decide on the procedures for resigning from the division in a different way.

When the right to study ends, membership and activity in the division shall end.

Section 10 Calling Meetings

The meeting invitation is sent to the division members electronically at least four (4) working days before the meeting.

The division shall meet when necessary, at the request of its Chairperson, Vice-Chairperson, or the division board.

Meetings shall be held at least three (3) times during the term of office.

Staff members of the Student Union, the Chairperson of the Council of Representatives, and Board members shall have the right to speak and be present at division meetings.

Section 11 Decision Making

Decision-making in the division takes place at division meetings. The meetings can also be held electronically.

A division meeting shall be quorate when the Chairperson or Vice-Chairperson and at least two (2) full members are present.

At division meetings, decisions shall be taken by a majority of the votes cast by the full members. In a tied vote, the Chairperson shall have the casting vote. In the event of a tie, the election of persons shall be by lot.

Members of the division other than full members have the right to attend and speak at meetings.

Section 12 Minutes

The division shall record the matters discussed and decisions taken at the meeting in meeting minutes.

Section 13 Plan of Action

The division shall prepare an action plan for the next term by the end of November. An action plan is drawn up to guide the following year's activities.

The action plan must include at least the following:

- The mission statement of the division
- How the tasks aligned with the mission statement shall be implemented

The Executive Director of the Student Union shall provide the division with more detailed instructions for preparing and writing the action plan.

Section 14 Budget

The division prepares the budget for the next term of office based on the action plan. The budget shall be drawn up by the end of November.

The budget must include a clear breakdown of how much money will be used and for what purposes.

The finances of the divisions shall be governed by general financial legislation, regulations and principles. The budget of the division is approved by the Council of Representatives of the Student Union when it approves the annual budget of the Student Union. The division may also raise its own funds.

The Executive Director of the Student Union provides the division with more detailed instructions for preparing the budget, using funds, and other financial matters.

Section 15 Annual Report

The division shall prepare an annual report for its term of office by the end of January. The activity report shall be based on the activities of the division in the year of question and shall provide information on the activities of the division.

The report must include at least the following:

- The activities carried out
- Division members, including those who joined or resigned during the term
- Budget monitoring for the operating year
- Decisions made (minutes attached)

The Executive Director of the Student Union provides the division with more detailed instructions for preparing and writing the activity report.

Section 16 Amendment and Entry into Force of the Bylaws

The Council of Representatives of the Student Union decides on amendments and additions to these Bylaws by a simple majority vote. The Bylaws shall enter into force as soon as they have been approved by the Council of Representatives. After approval, the Bylaws shall remain in force until further notice.

These Bylaws for divisions have been approved by the Council of Representatives of Student Union POKA at the meeting on 28.11.2024.