



Rules Of CISSI (English Version)

Last Updated: 2019

These are the rules of the Organization of International Social Scientists at the University of Helsinki. These rules are presented to the organization's members at the annual general meeting on the 21.11.2019.

1§ The name of the organization is Organization of International Social Scientists CISSI, known in Finnish as Kansainvälisten valtiotieteilijöiden organisaatio CISSI ry and in Swedish De internationella samhällsvetarnas organisation CISSI rf. The unofficial acronym and name used for the organization is CISSI.

2§ The domicile of the organization is Helsinki, Finland.

3§ The official language of the organization is English. When possible documentation and communication can also be provided in Finnish and Swedish upon request. All rules are available in Finnish.

4§ Signing official documents any two board members have the right to sign for it to be legal and binding.

5§ In matters regarding registration falls under the responsibility of chair and treasurer.

6§ The purpose of the organization is to:

- a) conduct studies-related advocacy work with the Faculty of Social Sciences and the University on behalf of the international master's programmes offered and administrated by the Faculty.
- b) further the integration of international students at the Faculty of Social Sciences, the University of Helsinki in general, and Finnish society as a whole. This integration is seen as the combination of academic, political, economic and social integration of the international student population through student advocacy and the organization of opportunities that bring internationals and their affairs closer to Finns. In addition, CISSI sees that the integration of international students will benefit Finnish students, the university and society as well as the international students themselves.

7§ To reach its purpose the organization will be active in the following areas:

- Introducing the new international students at the Faculty to student life
- Provide opportunities for internationals and Finns alike to meet and network
- Promote and protect international interests especially within the Faculty, but also more generally at the university and Finland
- Keep international and Finnish students informed about international issues at the Faculty, university and Finland.

8§ All current students, including Bachelor, Master's and Doctoral students at the Faculty of Social Sciences of the University of Helsinki are eligible to become student members of the organization. The membership register is handled by the Secretary. The board also has the right to accept students outside the Faculty as student members if it so wishes. If the student does not sign up as a member every year they automatically become an alumni member, unless they decide to give up their membership completely. The difference between a student member and an alumni member is outlined in 9§.

9§ The organization has two different types of members: student members and alumni members. Student members are current students, while alumni are those who have already graduated or who have not

informed the Secretary of their continuing student status. Student members have the right to vote at elections, while alumni members do not. Otherwise both types of members have the right of access to events and information organized and provided by the organization. When spaces are limited at events, priority is given to student members. Members of both statuses have the right to give up their membership by informing the Secretary of the organization.

10§ To support its activities, the organization has the right to collect a membership fee, accept gifts and organize lotteries and collect sponsorship.

11§ The board will hold meetings when needed and inform the organizations members whenever one is held.

12§ Board meetings are open to all members unless the board deems matters discussed as sensitive, secret or private. If the board were to keep a closed meeting a majority decision by present members to do so is required. These cases may include, but are not limited to

- Discussion about possible rewards for active members
- Discussion that includes board members' private matters

13§ Joining a board meeting through computer-mediated communication is allowed but should only be used when necessary. At least half of the board must be physically present at any meeting for it to be legal and competent.

14§ The minutes of meetings will be uploaded to CISSI's blog and/or website by the secretary. Secret or sensitive information will be taken out from published minutes, but information will be made available to relevant parties in other ways.

15§ The highest decision making power is with the annual general meetings (AGM), organized at least twice a year, once in the autumn and once in the spring. AGMs are brought to the attention of the organization's members at least 1 week in advance through both the organization's official Facebook page and relevant mailing lists. The Agenda of the meeting should be posted a minimum 2 days before the time of the meeting on relevant mailing lists and the official Facebook page.

16§ The autumn semester AGM is held every year between the beginning of November and the end of December. The main part of this AGM is to hold an election where the Board of the organization for the next calendar year will be elected. Only those with student membership status can run. Other matters of importance can also be discussed.

At the election the members of the organization

1. Choose a chair for the meeting
2. Choose a secretary and two minute checkers for the meeting
3. Choose two vote counters for the election of the Board
4. Elect at least a chair, a treasurer, a secretary, and a study affairs advocate for the organization. The number of deputies is decided in the AGM every year, and the number of board members every year must be at least 4 and no more than 12.
5. Elect an auditor and vice auditor

The election for the Chair will be held first, followed by the election of the rest of the board members. If there are more candidates than positions, the candidate(s) with the most votes is (are) chosen. In the case of a draw a lottery will be conducted.

17§ After the autumn AGM the new board will organize itself with the initiative of the elected chair.

18§ The spring semester AGM is held every year between the beginning of January and the end of March.

At the spring AGM the members of the organization

- Decide whether to collect a membership fee and the size of said fee
- The previous Board presents the End of Year Report, including a financial report. These documents have to be available for the organization's members to read at least 1 week before the meeting
- The newly elected Board presents a Plan of Action for the coming year, including a budget. These documents have to be available for the organization's members to read at least 1 week before the meeting
- In addition, other matters of importance can also be discussed.

19§ The Board acts for one calendar year, starting their duties on January 1st and ending their term on the 31st of December of the same year.

20§ The Board conducts the activities of the organization. Decisions board meetings are reached by a majority vote. Each board member has one vote. If there is a draw, the Chair's vote decides. In case of an election, a lottery will decide.

21§ Rules of the organization can only be changed with a majority vote of $\frac{3}{4}$, the voters being all student members of the organization who are present at the proposed meeting. Potential changes to the rules must be communicated to the organization's members at least 2 weeks before the meeting. The proposed rule changes will be discussed and approved with possible changes at an AGM. If a member would like to propose a rule change this should be communicated to the board 3 weeks before the AGM.

22§ An extra general meeting (EGM) can be called by the Board to discuss issues that require the attention of the organization's members. Information about an EGM must be communicated to the members at least 2 weeks before the meeting. An EGM can also be called by at least 10 members of the organization by sending a request to the Chair of the organization. The EGM must be held within 2 weeks of the request made by the members. EGMs also have the power to make binding decisions, provided these rules are followed.

23§ To be able to dismantle the organization, there must be two meetings at least a month apart where the student members of the organization vote on whether to dismantle the organization. Such plans have to be communicated to the members at least 2 weeks before the meetings. Any resources that remain after such a dismantling must be distributed in such a way that it furthers the integration of international students of the Faculty of Social Sciences into the Faculty, university or Finland in general.