

The bylaws of the association

NB! This is an unofficial English translation of the bylaws. The Finnish version is the official one.

1 § The name and domicile of the association

The name of the association is *Helsingin Yliopiston Väitöskirjatutkijat / Doktorander vid Helsingfors Universitet / University of Helsinki PhD Students*. In these bylaws it will association.

The domicile of the association is the city of Helsinki.

2 § The languages of the association

The official language of the association is Finnish. A member has the right to use Finnish, Swedish or English when filing matters to the association. There will be further measures on the uses of languages in specific cases.

3 § The purpose of the association

The purpose of the association is to act as a link between the University of Helsinki doctoral students, to lobby for the interests of doctoral students of the University of Helsinki, to represent the doctoral students at the University of Helsinki, to promote their societal efforts and extracurricular activities and to promote an international graduate student community.

4 § The forms of activity

To realise its purpose the association can:

- 1) arrange discussions, briefings, lectures and other events including excursions;
- 2) inform its members on issues concerning graduate education at the University of Helsinki;
- 3) be in contact with the graduate students in the University administration;
- 4) arrange entertainment and leisure activities;
- 5) publish magazines or other printed material in a non-profit manner;
- 6) distribute prizes and awards; and
- 7) maintain contacts to other associations with similar purposes.

5 § Supporting the activities

To support its activities the association can:

- 1) carry entrance fees on the entertainment and leisure events it has organized;
- 2) receive financial assistance, donations and legacies;
- 3) collect membership fees;
- 4) organize fundraising events, lotteries and jumble sales after receiving a permission if applicable; and

5) own movable and immovable property necessary for the activities of the association.

6 § The members of the association

A person who has been granted the right to study at a doctoral program or a specialization degree in medicine, odontology or veterinary medicine at the University of Helsinki and approves the purpose of the association may be accepted as an ordinary member.

A person who cannot be accepted as an ordinary member but approves the purpose of the association can be accepted as an associate member.

A private person or a legal entity who wants to support the purpose of the association can be accepted as a supporting member.

The board accepts new ordinary members, associate members and supporting members.

The general meeting may invite a person who has by his or her actions significantly promoted the purpose of the association to become a honorary member.

7 § The duty to pay membership fees

The members of the association have the duty to pay the admission and membership fees decided by the general meeting. The membership fees will be decided per calendar year. The membership fees may be different for ordinary members and supporting members and associate members.

Honorary members are exempt from any membership fees.

8 § Resignation of a member and deeming a member to have resigned

A member may resign from the association by informing the executive committee or its chairperson thereof in writing. A member may also resign by giving a notice thereof at a meeting of the association for entry in the minutes.

If a member has failed to pay his or her membership fees within 12 months from when it was due, the board may deem the member to have resigned.

9 § Expulsion of a member

The general meeting can expel a member who with his or her actions within or outside the association has substantially damaged the association or who no longer satisfies the conditions for membership laid down in these bylaws.

The member concerned must be reserved an opportunity to give an explanation before a decision on the expulsion is taken.

10 § Mandatory general meetings

The association has two annual mandatory meetings. The spring meeting must be held by the end of March and the autumn meeting by the end of November. The board convenes the general meetings.

The invitation to a mandatory meeting must be put on the webpage of the association at least fourteen days before the meeting. The invitation must be sent with the same time limit via email to those members who have given their email addresses to the association. The invitation shall be published in Finnish and in English.

11 § Duties of the spring general meeting

The spring general meeting shall

- elect a chairperson, a secretary, scrutinizers and tellers for the meeting
- approve the annual report of the previous year
- listen to the auditors' report
- approve the financial statements of the previous year
- decide on discharging the board and other accountables from liability for the accounts
- resolve any other matters stated in the invitation

12 § Duties of the autumn general meeting

The autumn general meeting shall

- elect a chairperson, a secretary, scrutinizers and tellers for the meeting
- approve the action plan for the next year
- decide the admission and membership fees for the next year and the time when they shall be carried
- approve the budget of the next year
- elect the chairperson of the board and other board members
- elect the auditors
- resolve any other matters stated in the invitation

13 § Extraordinary general meetings

An extraordinary general meeting shall be convened whenever the general meeting so decides, the board finds it necessary or at least one tenth of the members entitled to vote requests it from the board to resolve a given matter.

The invitation to an extraordinary meeting shall be sent similarly than to a mandatory meeting but seven days before the meeting at the latest.

14 § Right to vote in general meetings

Every ordinary member who has paid his or her membership fees accordingly has one vote in

general meetings. An honorary member has a right to vote if he or she had a right to vote when he or she was invited to be an honorary member.

An associate member and a supporting member or its representative may attend a general meeting and has the right to speak.

15 § Use of languages in general meetings

The general meeting shall be conducted in English.

A member has the right to use Finnish, Swedish and English in the meeting.

Before any vote the chairperson shall give a summary in English of the motions put forward.

The minutes of general meetings shall be kept in Finnish.

16 § Decision-making in general meetings

The general meetings shall resolve the matters on the agenda. By a five sixths majority the meeting may add a matter on the agenda taking into account what is enacted in the sections 23 and 24 of the Associations Act.

Matters will be decided by a simple majority unless otherwise stated in the Associations Act or these bylaws. With the exception of elections, if the decision is not unanimous, the chairperson must propose an order of voting so that either "yes" or "no" indicates the decision.

When electing persons, if the vote is not unanimous, a closed ballot shall be used.

When a single person is elected, a majority of the given votes is required to become elected. If no one gets the required majority in the first vote, a second vote shall be held between the two persons who got most votes in the first round.

When several persons are elected at a time, each person entitled to vote has a single vote. The candidates who get most votes shall be elected.

In the case of a tie, elections shall be resolved by drawing lots and all other matters by the chairperson's vote.

17 § Preparation of matters to be resolved in general meetings

The board prepares the matters to be resolved in general meetings except for the elections.

The board must prepare the annual report and the action plan in Finnish and in English. The board shall give upon request an oral summary of any document in Finnish, Swedish and English.

18 § Initiatives of members

Members have the right to make initiatives to the board or to the general meeting.

An initiative to the general meeting shall be delivered to the board in time, for the spring meeting at the end of January and for the autumn meeting at the end of September at the latest. The board shall give a statement on the initiatives made for general meetings.

19 § The board

The administrative and executive power is held by the board, which consists of a chairperson and six to twelve (6–12) other members. Members of the board must be ordinary members of the association.

The autumn meeting should aim to elect the other board members so that there is an equal number of members from each doctoral school. If there are too few persons nominated from some doctoral school, the candidates with the highest votes are elected to the vacant places regardless of the doctoral schools they come from.

The board elects a vice-chairperson amongst its members and a secretary and a treasurer either amongst board members or outside the board.

The mandate period of the board is a calendar year. If a board member resigns or is expelled by a general meeting, a new member shall be elected for the rest of the mandate period.

20 § The duties of the board

The board shall, in addition to what is stated in law or in these bylaws

- implement the decisions made by general meetings
- represent the association
- shall stand in court and speak on behalf of the association in front of authorities
- elect the working groups or officials it finds appropriate and decide their duties
- take care of the finances and assets of the association

21 § Convening board meetings

The board shall convene when it so decides, the chairperson or when the chairperson is absent, the vice-chairperson finds it necessary or when at least three board members requests it from the chairperson.

The board meetings shall be convened by the chairperson or when the chairperson is absent, by the vice-chairperson. The board decides the means of invitation in its first meeting.

22 § Decision-making in board meetings

The quorum is met if either the chairperson or the vice-chairperson and at least a half of the board members are present.

The matters are decided by a simple majority. If two board members require it, a closed ballot shall be used. In the case of a tie elections are decided by drawing lots and all other matters by the chairperson's vote.

The secretary shall keep minutes on the decisions made in board meetings.

23 § Signing the name of the association

The name of the association shall be signed by the chairperson and the vice-chairperson or either one of these together with a board member, always two persons jointly.

24 § Accounting period

The accounting period of the association is the calendar year.

25 § Auditors

For each accounting period the general meeting shall elect two (non-qualified) auditors and two deputy auditors. The deputy auditors are personal.

26 § Auditing

The board shall give the financial statements to the auditors at least one month before the spring meeting. During auditing the board shall give the auditors any other material they request for.

The auditors shall give a written report on the auditing they have performed a week before the spring meeting at the latest. The report shall include a statement on the confirmation of the financial statements and discharging the board and other responsible from liability.

27 § Dissolving the association

The association shall be dissolved if such a motion is favoured by at least three fourths of the given votes in two consecutive meetings that are held at least 14 days apart.

When the association is dissolved, its assets shall be given to a registered non-profit legal entity promoting similar purposes, a university or a student union. The object for the donation shall be decided by the latter dissolving meeting.

28 § Associations Act

Whenever these bylaws contain no measures, the procedures of the Associations Act shall be followed.