

ROTKO's club guidelines

Club activity guidelines

1. The Student Union's clubs

- a. These guidelines regulate the clubs that are liable to the Student Union of Lapland UAS (later the Student Union). Clubs are communities approved by the Student Union's board and any member of the Student Union, employee of the Student Union, alumni of the Student Union, Lapland UAS student, Lapland UAS employee, or any Lapland UAS alumni can take part in the club activities.
- b. The Student Union's clubs are not independent legal entities. The clubs cannot have their own properties or wealth.
- c. The Student Union's club has a right to apply for financial aid to support their activities, advertise their events in the Student Union's communication platforms, and to get their own page on the Student Union's website.
- d. The club will lose their position as a club when it applies for a registered association's position. The club cannot use the name of the Student Union or its abbreviations when applying to Finnish Register of Associations.

2. Forming a club and its approval

- a. Any member of the Student Union, employee of the Student Union, alumni of the Student Union, Lapland UAS student, Lapland UAS employee, or any Lapland UAS alumni, can form a club.
- b. The club has to deliver a notice about forming the club by club starting form to the Student Union's board. The notice must include the name of the club, meaning of the club and ways of interaction. The meaning and interactions of the club cannot be in contradiction with the Student Union's guidelines, meaning, and objectives.
- c. The Student Union's board must address the club forming notice in their board meeting as soon as possible.

3. Members of the club

- a. All members of the Student Union, employees of the Student Union, alumni of the Student Union, students of Lapland UAS, employees of Lapland UAS and alumni of Lapland UAS have the right to attend the Student Union's club activities.

4. Club activity

- a. Club activities must be open to all members of the Student Union, employees of the Student Union, alumni of the Student Union, students of Lapland UAS, employees of Lapland UAS and alumni of Lapland UAS
- b. The Student Union's board oversees club activities and its continuity. Club activities must correlate with the Student Union's guidelines, Code of Conduct, benefits, and activities. The club chooses a contact person among them who will communicate with the Student Union's board when needed or asked.
- c. Participating in club activities must be free for all, unless the content of activities or place of event require payment. Payment must not lead to adding into a private person or persons wealth.
- d. If an event of a club is not free of charge, it must be notified clearly. If a member of the club or other participant signs up for a club event, they are liable to pay the attendance fee.
- e. Breaking the rules might lead into an annotation or even closing the club, which is mentioned in section 6 of these guidelines.

5. Club finances

- a. Club finances go through the Student Union and the monetary transactions must be included in the Student Union's accounting. Clubs approved by the Student Union's board can apply for financial aid to continue their activities, organising events, or to some other well justified subject.
- b. The Student Union of Lapland UAS budgets a yearly amount depending on the financial situation of the Student Union for club activities. Applying for the financial aid happens beforehand by a form that will be handled by the Student Union's board. After the Student Union's board's decision, the costs can be billed by a separate cost billing form from the Student Union.

6. Closing and dismissal of a club

- a. If the club activities are proven unnecessary, the club must close itself. Club closing and dismissal must be done by written notice to the Student Union's board.
- b. If the club acts against these guidelines or the Student Union's guidelines, benefits, and meaning, the Student Union's board has the right to close and dismiss a club. The closing proposal must gain three fourths (3/4) majority of the given votes. A club can also be closed if it has not had any activity for two (2) consecutive academic years. Before giving a dismissal decision for a club, the Student Union's board must give a chance for hearing of the club in their meeting. The dismissal decision with its reasoning must be given by the Student Union's board's meeting notes to the last known contact person of the club.

7. Right to complain

- a. Complaints about the Student Union's board's decisions can be given to the Student Union's representatives. Conflicts must be addressed in written form to the Student Union's board's chairperson and to the Student Union's representatives chairperson within fourteen (14) days of the unsatisfactory decision.
- b. The Student Union's right to complain has been defined in the Student Union's guidelines. If the case requires criminal justice, the case will be handled within the Finnish legal system.

8. Additions and changes

- a. Additions and changes to this guideline are decided by the Student Union's representatives with absolute majority votes.

9. Validity regulations

- a. These guidelines are valid until further notice.
- b. The club guidelines were first approved on the 6th of May 2021.
- c. Approved in the Student Union's representative general meeting on the 6th of May 2021.