

Current Rules **[UNOFFICIAL TRANSLATION]**

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Note: This document contains the translation of Software Students Association SoSA ry's official rules. Therefore, the following rules stated in this document do not have legal power and consequences. In case of conflict, refer to the Finnish version. If certain rules are not stated in this rulebook, the Finnish Association Act is followed.

I GENERAL

1 § Section 1 Name, Domicile, and Language of the Association

The name of the association is Software Students Association SoSA ry, and its domicile is Lahti.

The official language of the association is Finnish.

In these rules, the association is referred to as the "Guild."

The unofficial name "SoSA" can also be used for the Guild.

2 § Purpose

The purpose of the Guild is to promote the interests of information technology students at the LUT University Lahti campus within the university and professional communities, and to unite its members with respect for good teekkari spirit. The Guild operates in cooperation with the Student Union of LUT University to improve the social and societal position of students and to develop teaching at LUT University. The Guild is non-profit and religiously and politically independent.

3 § Implementation and Support of the Purpose

To achieve its purpose, the Guild:

- 1) organizes meetings, events, and study trips for its members;
- 2) organizes study and information events related to studies, the university, higher education policy, and current societal issues;
- 3) manages information activities and distributes material concerning the Guild's activities to the membership;
- 4) acts as a support network for its members in matters related to the university and student culture; and
- 5) maintains and develops connections to organizations in the field of information technology and to former members of the Guild.

To support its activities, the Guild may collect membership fees, obtain rights in its own name, and acquire funds with appropriate permission. The Guild may also own real estate, receive bequests, and donations.

II MEMBERSHIP

1 § Members

The members of the Guild are ordinary members, external members, supporting members, and honorary members.

An information technology student present at the LUT University Lahti campus who has paid the Guild's membership fee may be accepted as an ordinary member of the Guild. An ordinary member is obliged to pay the joining fee determined by the spring meeting, which is valid for the duration of the membership. No annual membership fee is collected from an ordinary member. The Board approves ordinary members.

A person interested in the activities of the Guild who cannot be accepted as an ordinary member may be accepted as an external member of the Guild upon application. An ordinary member may also be accepted as an external member after they have finished or interrupted their higher education studies at LUT University. An external member is obliged to pay the membership fee determined by the spring meeting. The Board approves external members upon application.

A natural person or a legal entity that wishes to support the activities of the Guild but does not participate in them may be accepted as a supporting member. Supporting members pay a supporting membership fee to the Guild. This fee may differ in amount for a legal entity based on its number of members, and be a fixed amount for a natural person. The Board approves supporting members upon application.

The Guild may invite as an honorary member a person who has distinguished themselves in the activities of the Guild or otherwise promoted its aims in a special way, when at least **2/3** of those present support the invitation at a general meeting. No membership fee is collected from an honorary member.

2 § Resignation and Expulsion of a Member

A member has the right to resign from the Guild by notifying the secretary of the Guild's Board in writing or by recording the resignation in the minutes of a Guild meeting.

The Guild's Board may, by a unanimous decision, expel a member who violates the Guild's rules, honor, or otherwise acts against good manners. If dissatisfied with the Board's expulsion decision, a member may appeal to the Guild's meeting by submitting an appeal letter to the Board within **seven (7) days** of receiving notice of the expulsion.

The Board may expel a supporting member from the Guild when the member has not paid the membership fee within six months of its due date.

III GUILD MEETINGS

The Guild has two regular general meetings. The spring meeting is held in **February–May** and the autumn meeting in **September–December**. Attendance at a Guild meeting may also take place via telecommunications connection or another technical aid if the Board or the Guild meeting so decides.

The Board may call an extraordinary general meeting. An extraordinary general meeting

must also be called when at least **1/10** of the Guild's voting members demand it for the consideration of a stated matter; the meeting must be held within **twenty-one (21) days** of the Board becoming aware of the demand.

There must be **twenty-one (21)** days between Guild meetings.

1 § Meeting Invitations

The Board must call the Guild meetings at least **seven (7) days** before the meeting on the Guild's website, by email, or on the notice board of the guild room. The time, place, and matters to be handled at the meeting must be mentioned in the meeting invitation.

2 § Member Proposals and Initiatives at Meetings

If a member of the Guild wishes to have a matter handled at a Guild meeting, they must notify the Board in writing in sufficient time for the matter to be included in the meeting invitation.

3 § Voting Rights and Decision Making

Every ordinary member has one (1) vote at the Guild's general meetings. External members, honorary members, and supporting members do not have voting rights, but they have the right to attend and speak at Guild meetings.

Decisions at Guild meetings are made by a simple majority of votes. In the event of a tie, the position of the meeting chair shall decide, except in personal elections, where lots are drawn. Personal elections are always conducted by secret ballot.

4 § Matters to be Handled at the Spring Meeting

The spring meeting shall handle at least the following matters:

- 1) approval of the previous year's annual report;
- 2) presentation of the previous year's financial statements and the auditor's statement;
- 3) decision on the confirmation of the financial statements;
- 4) decision on granting discharge from liability to the Board members and other accountable persons;
- 5) handling the current year's action plan;
- 6) decision on the amount of membership fees; and
- 7) other matters mentioned in the meeting invitation.

5 § Matters to be Handled at the Autumn Meeting

The autumn meeting shall handle at least the following matters:

- 1) approval of the action plan and budget for the following year;
- 2) confirmation of the number of Board members;
- 3) election of the Board chair;
- 4) election of new Board members;

- 5) election of one regular auditor and one deputy auditor;
- 6) election of the Guild's official notice board for the following year; and
- 7) other matters mentioned in the meeting invitation.

IV FINANCES

1 § Financial Period and Auditing

The financial period of the Guild is the calendar year. The Guild has one regular auditor and one deputy auditor, whose term of office is one (1) calendar year. The financial statements with the necessary documents and the Guild's annual report must be given to the auditors at least four (4) weeks before the spring meeting. The auditors must deliver their written statement to the Board at least two (2) weeks before the Guild's spring meeting.

V ADMINISTRATION

The activities of the Guild are led and its affairs are managed by the Board elected by the autumn meeting. The Board consists of a chair and 2–10 other members. The term of office for the Board chair and Board members is **one (1) calendar year**. The Board elects from among itself a **vice-chair**, a **secretary**, a **treasurer**, and other necessary officials.

The Board is quorate when the chair, or in their absence the vice-chair, and at least half of the Board members are present.

The Guild meeting approves operational guidelines for the Board if necessary. A person elected to the Guild's Board must be an ordinary member of the Guild at the time of election.

1 § Signing

The name of the Guild is signed by the chair, the vice-chair, and the Board members appointed by the Board, two together.

2 § Duties of the Board

The duty of the Board is to:

- 1) plan, lead, and supervise the activities of the Guild in accordance with Guild meetings, rules, law, and generally given instructions, and be responsible for the management of the Guild's finances and property;
- 2) call the Guild's general meeting and implement the decisions of the Guild's general meetings;
- 3) prepare the action plan and budget, as well as other matters to be presented to the Guild meeting;
- 4) maintain a member register and resolve questions regarding membership;
- 5) supervise the activities of the departments and officials; and
- 6) represent the Guild.

3 § Duties of the Chair

The duty of the Guild's chair, together with the Guild's Board, is among other things to:

- 1) lead the Guild's activities according to the decisions and rules of Board meetings and general meetings;
- 2) call the Guild's Board meeting and lead the handling of matters at its meetings; and
- 3) keep contact with other student organizations at the university.

4 § Departments and Officials

The Board may establish departments under its authority, whose activities are carried out by officials chosen by the Board. Open official positions must be advertised for application on the Guild's official notice board at least fourteen (14) days before the selection. The Guild's officials are elected one calendar year at a time, unless the length of the term has exceptionally been decided otherwise. Board members have the right to attend and speak at department meetings.

5 § Resignation of the Board

If the Board is released during its term of office or if it resigns for another reason, the Guild meeting shall elect a new Board for the remaining term of office. If a Board member is released during their term of office or resigns for another reason, the Guild meeting may elect a new member to replace them.

VI SPECIAL PROVISIONS

1 § Guidelines

Through guidelines supplementing these rules, more detailed regulations can be given on matters considered important for the Guild's activities. Guidelines and changes to them must be approved at a Guild general meeting by at least a **two-thirds (2/3)** majority of the votes cast. Guidelines enter into force immediately once they are approved at a Guild general meeting.

2 § Amending the Rules and Dissolving the Guild

Amending these rules requires a decision of the Guild general meeting, in favor of which at least **two-thirds (2/3)** of the votes cast have been given. Dissolving the Guild requires a decision of two consecutive Guild meetings, in favor of which at least **two-thirds (2/3)** of the votes cast have been given in both meetings. If the Guild is dissolved, its assets must be used for a purpose promoting the goals meant in Section 2 of the rules as the last meeting of the Guild decides.