



Tervetuloa
yhdistys-
koulutukseen!

Welcome to
Association
Training!

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Welcome to Association Training!

2.-4.12.2019

Anna Halsas and Tuulia Telin, AYY Associations Sector

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Common part for everyone

- 17:00.-17:45. **AYY's services and current topics**
Anna Halsas and Tuulia Telin, AYY
- 17:45-18:00. **Communications**
Laura Luoto, AYY
- 18:00.-18:15. **Sustainability in associations**
Ellen Heikkilä, AYY
- 18:15.-18:30. **TTE Funds**
Samu Nurmi, AYY
- 18:30-18:45 **Break**



Common part for everyone

- | | |
|---------------|--|
| 18.45.-19.15. | Equality in associations
Aleksi Neuvonen, HUS |
| 19.15.-19.30. | Internationality in associations
Taneli Myllykangas, AYY |
| 19.30.-19.45. | Rights and obligations of associations
Tuulia Telin and Anna Halsas, AYY |
| 19.45.-20 | Break |
| 20-21 | Theme trainings |



Theme trainings (20-21)

Corporate relations

Ville Kauhanen, AYY

Stage

Finance

Tero Uttana, AYY

Stage

Tips to organizing events and inspiring volunteers

Eeva Ylimäki and Hilja Korhonen, AYY

Studio

Influencing in Aalto community

Minna Mäkitalo, AYY

Engine Room

AYY's Association Sector

jarjestoasiat@ayy.fi



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Board Member 2020
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and Alumni

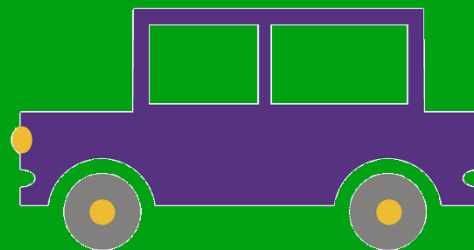


AYY's Services to Associations

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AYY's rentable facilities

- Rental on a one-time basis
 - Saunas
 - Sitsi halls, game rooms, meeting spaces and other facilities
 - Van
 - Both free and paid facilities
 - Check all the facilities from:
<http://ayy.fi/tilat/>
- Association spaces
 - Club rooms
 - Storage space



Booking of rental facilities 1/2

- Advance booking of facilities
 - Special Status Associations: Mon 2.12. at 12 o'clock - Tue 10.12. at 12 o'clock
 - Other associations: Wed 11.12. at 12 o'clock - Mon 16.12. at 12 o'clock
- After the advance booking, a booking session will be held to sort out the overlapping bookings
 - SSA: Tue 10.12. at 16.30-19.00 / Otakaari I, R001/M232 MI
 - Other associations: Mon 16.12. at 16.30-19.00 / Otakaari I, R001/M232 MI
- **More information** from the Association Newsletter and if needed, from AYY's Service Manager Riitu Nuutinen (riitu.nuutinen@ayy.fi)

Booking of rental facilities 2/2

- After booking sessions, you can reserve spaces with your Aalto user from <http://tila.ayy.fi>. Make sure that you make the reservation as your association's user group.
 - If you don't have the right to some user group, please be in contact with AYY's Office ayy@ayy.fi
- Available spaces can be seen from the booking calendar: <http://tila.ayy.fi/calendar>
- Bookings for the fall of 2020 will be available in *May 2020*

Usage rules for rental facilities

- When you book a space, you agree to the usage rules which you can find from AYY's website or TILA
- The goal is that all facilities will remain in good shape and tidy for the next user
 - Cleaning is the user's responsibility, cleaning supplies come from the cleaning company
- Compliance is actively monitored and sanctions are imposed for not following the rules

To-do list for space users

- Take note of the user hours & apply for night use permission if needed!
- Cancel unnecessary reservations in time (14 full days before the reserved day at the latest)!
- Heating of saunas are preordered on the Friday of the previous week.
 - In some locations it's possible to switch on the sauna manually upon arrival
- Pick up and return keys in time!
 - For lost keys, 35€ per key will be charged
- Fill in the checklist for the space upon arrival!
- Read the usage rules & follow them!
- Let's take care of our common spaces!
 - The Real Estate team won't be up to date about defects if users don't report them → send an email (preferably with a picture!) to tilat@ayy.fi

Association spaces

Does your association want space?

- AYY informs about vacancies and how to apply for them in the Association Newsletter
- Spaces are applied for during a general application period
- When the application period is on, AYY's Facility Committee processes the applications according to the Scoring model and makes a proposition for the AYY Board
- The AYY Board makes the final decision about the allocation of spaces



Communications

- “Yhdistykset” mailing list (yhdistykset@list.ayy.fi)
 - Reaches all of AYY’s associations
 - Used for important information from AYY to associations
- Trilingual or at least Finnish + English

Join the list!

<https://list.ayy.fi/mailman/listinfo/yhdistykset>

AYY's information channels for associations

- **Weekly Newsletter** goes out to all AYY members every Monday. DL for materials is Thu at 10 AM
Will be sent twice more this year: 9.12. and 16.12.
- **Association Newsletter** goes out to associations every other Friday. DL for materials is Wed at 10 AM
The last newsletter of the year goes out 13.12. and the first one next year will likely be sent 10.1.
- **“Erityiset” mailing list (erityiset@list.ayy.fi)** reaches AYY's Special Status Associations and is meant for event marketing

Association profile

- Is the right of every association in AYY's register but is also an obligation for the ones that get an operating grant!
- <https://www.ayy.fi/en/list-of-associations>
- <https://lomake.ayy.fi/viestinta/association-profile/>
 - Fill in the form and the Association Sector will create a profile for your association or edit your existing profile
 - AYY does not translate the profiles, so make sure to send the materials in all three languages, or at least in Finnish and English

Operating grants

- AYY distributes yearly operating grants to the first list associations in its district
- The application period is usually in **March**
- The applications are scored according to the Scoring model
- Meant to support ongoing operations
- Possible changes coming to the scoring due to upcoming updates to the Association Regulation

In addition: start-up grant for new associations 185 €

Guidance

- You can reach the Association Sector from jarjestoasiat@ayy.fi
 - Changes to rules, rule interpretations, questions about services for associations, requests for trainings etc.
- Finnish Patent and Registration Office (PRH)
 - <https://www.prh.fi/en/yhdistysrekisteri.html>
- In urgent matters you can contact Associations Specialist
050 520 9442



Association Guide!

Comprehensive information package for associations operating within AYY

Where?

yhdistysopas.ayy.fi

New Association Guide!

On this website, you can find nearly everything that associations operating within AYY need for their operations' support and safeguard. It is advisable to go through this website carefully at the beginning of your term in office and along the way. It is always recommendable to contact [Organisation Sector](#) whenever you are wondering about anything related to association operations. AYY's Organisation Sector wishes you informative moments reading through the guide!



Joining AYY's Association Register



Associations' rules and responsibilities



Financial statement and performance audit



Equality

- Founding
- Registration
- AYY's association register

ADMINISTRATION AND FINANCES

- Tasks, responsibilities and rules
- Financial management and accounting
- Financial statement and performance audit

COMMUNITY

- Internationalisation
- Equality
- Harassment and inappropriate treatment
- Wellbeing

LANGUAGE VERSIONS

SERVICES AND INFO

- AYY's benefits to associations
- Material bank
- Association guide

Trainings and courses

- Association trainings
- Theme trainings organized also
- Send ideas for trainings to jarjestoasiat@ayy.fi



Event Organiser Guide



The guide is meant for everyone who organize events in the Aalto community.

Can be found in the material bank of the Association guide, **currently only in Finnish**, translations coming up later.

IT-services

- WWW-pages
 - Student union's Otax-server offers associations PHP-, NodeJS-, Python- and MySQL-supported homepage.
- Email-lists
 - Associations can set up and use the Mailman-system's mailing lists. AYY does not offer emailboxes.
- Domains
 - Associations can obtain a domain for the association or an event through AYY. The domains can be made to work on Otax, WordPress sites and, if needed, on the mailing lists. More information from AYY's IT services: tietotekniikka@ayy.fi
- All IT-services for associations: <http://otax.fi/>
- Help with GDPR: <https://inside.ayy.fi/display/TIET/General+Data+Protection>

Also

AYY offers associations storage space, supplies, and advice on archiving and the opportunity to display your association at our museum

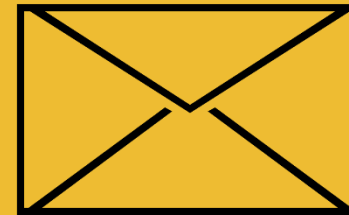
- Now is a good time to remind the current board and active members of your association about archiving the material of the year 2019!
 - Archive: arkisto@ayy.fi
 - Museum: museo@ayy.fi

Contact emails at AYY

- Communications: viestinta@ayy.fi
- Spaces: tilat@ayy.fi
- IT: tietotekniikka@ayy.fi and otax.fi (FAQ)

You can get a mail box from our office at Otakaari II

- Remember to come and get your mail!





Current topics at AYY

Current topics and projects

Strategy work

Sustainability

Community structures project

Updating the Association Regulation

Student Centre

AYY & Aalto 10 years



Questions?

Remember
(at least)
these!



[Join](#) yhdistykset-mailinglist!

Check out Association Guide:

[yhdistysopa](#)

<https://yhdistysopas.ayy.fi/?lang=en>
[s.ayy.fi](#)

Annual association notice and
applying for the operating grants
(March 2020)

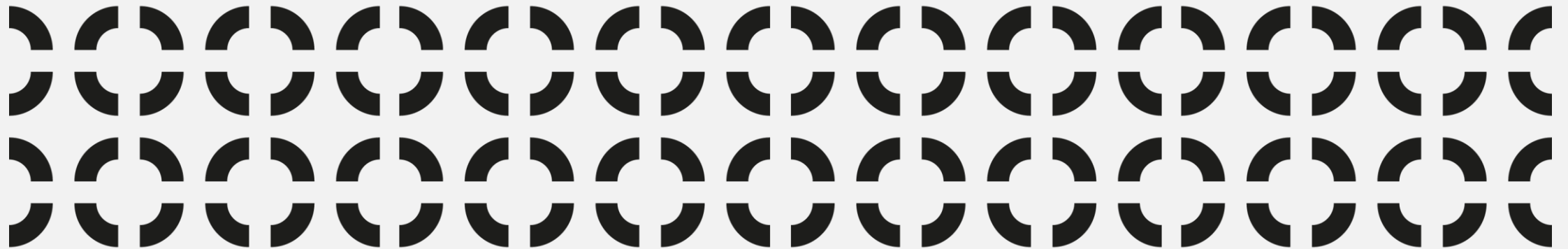
Contact us at: jarjestoasiat@ayy.fi

Thank you!

Benefits and Obligations of Associations

Association training 4.12.2019

Tuulia Telin & Anna Halsas/ AYY's Associations Sector



Agenda

- Responsibilities, benefits and obligations
- Rules
- Tasks and responsibilities of the board
- AYY's Association regulation

Responsibilities, benefits and obligations

Operations

- An association must always operate according to their rules and the Finnish law
- An association must have a board and an operations inspector and their deputy (auditor and deputy if necessary)
- The activities of an association require formal decisions and administration, such as:
 - Association meetings: Regular meetings and additional meetings
 - Financial statements, annual report, plan of action, budget etc.
 - Board meetings and their minutes
 - Membership list

Question 1

Responsibility for action

- **Association meeting is the highest decision-making body of the association**

Gives discharge from liability to the board

Criminal liability doesn't disappear with the discharge

Association meeting can also overturn decisions made by the board or take decisive action on certain issues

- **The association is responsible for its own actions**

Day-to-day operations handled by the board

Associations are independent so they can't transfer responsibility to i.e. AYY, even though we're here to help

Question 2

Rights

- A registered association
 - Is a legal person
 - Can acquire assets, apply for grants or get permission for fundraising
 - Can be a party in an agreement
 - e.g. bank account, rental agreement
- Single board members are not held responsible for association activities
 - Does not include criminal liability

Obligations & requirements

- A registered association is obliged to inform PRH about
 - Changes of persons entitled to sign for the association
 - Rule Amendments
 - Dissolution
- According to the Association Act every association has to have
 - A board and operations inspectors elected at a meeting of the association
 - Accounting
 - Meetings according to the rules
 - The right of members participate in and inspect activities

Rules

Question 3

Question 4

Question 5

Rules

- Read your association's rules – and make sure everyone else in your board does too!
- Help?

AYY model rules: https://ayy.fi/wp-content/uploads/Mallisaekaanne_20151104_kommentein.pdf?x51465

AYY Association Guide: <https://yhdistysopas.ayy.fi/tehtavat-vastuut-ja-saannot/>

Finnish Patent and Registration Office (PRH) can answer most common questions: <https://www.prh.fi/en/yhdistysrekisteri.html>

Ask for help! jarjestoasiat@ayy.fi.

Association rules

- **General assembly:**

”The rules must state when the board and auditors are chosen, financial statement is confirmed and discharge from liability is decided. The rules also have to state how and how much before the meeting the invitation has to be sent.” (AYY:n yhdistysopas)

- **Additional meetings:**

”Yhdistyksen ylimääräinen kokous on pidettävä, kun yhdistyksen kokous niin päättää tai hallitus katsoo siihen olevan aihetta taikka vähintään yksi kymmenesosa yhdistyksen äänioikeutetuista jäsenistä sitä ilmoittamansa asian käsittelyä varten vaatii.”

(Yhdistyslaki 20 §, only available in Finnish and Swedish)

Association rules

- Number of board members

Has to be defined by the rules (min and max), also the operating period

At least three members, chairperson is mandatory, others according to the rules

- Financial year/Accounting period

Has to be defined dd.mm.-dd.mm.

Financial statement has to be delivered to the auditors with attachments at the latest one month before the meeting where the statement is to be confirmed and the auditors have to give their written statement at least two weeks prior to the meeting. (Auditing Act)

Rule amendments

1. Draft new rules (use for example [AYY's Sample rules](#))
2. Contact jarjestoasiat@ayy.fi, and we'll check that the rules are fit according to AYY's association regulation. This check does not replace PRH's check.
3. Accepting of the rules at the meeting(s) of the association
4. Submitting the new rules to PRH
5. If PRH wants changes to the rules, you'll need to submit the corrected rules afterwards also to AYY
6. An amendment of rules enters into force once it is entered in the PRH's register.

Rule hierarchy

1. Constitutional law
2. Associations act
3. Bookkeeping Act, Financial Statement Act and other laws
4. Association rules

The tasks and responsibilities of the board

Question 6

The board

- Association must have a board that has at least three members
- The board represents the association
- The board acts with the intention of promoting association members' interests and executes the purpose of the association (stated in the rules)
- The board is obliged to execute the action plan and financial estimate and other decisions made by the general assembly

Question 7

Question 8

What the board cannot do

- Elect or dismiss board members (also when completing the board!)
- Elect or dismiss the financial statement auditor or performance auditor
- General assembly decides about changing the rules
- Confirming the financial statement
- Confirming the freedom of responsibility
- Dissolving the association

General assembly or board decision cannot overright the rules!

AYY's Association regulation

Question 9

AYY's Association Register

- AYY maintains a register of all associations operating within AYY
- By joining the register associations get services and support from AYY: decided by the board of AYY
- Two registers, requirements defined in the Association Regulation:
 1. register: at least 60% of members AYY-members, all AYY members can join
 - Some exceptions within Special Status Associations (decided by the RepCo)
 2. register: operates in the Aalto community and does student activities, has at least 7 AYY members

AYY's association register

- 1. register associations have more rights and obligations than 2. register associations
 - Most significant difference is the right to operating grants
- Special Status Association-status is granted by the Representative Council
- Starting money is for starting the association operations: only for newly founded 1. register associations, received only once
- All associations in AYY's association register must follow AYY's Association Regulation
- Association Regulation:
<https://inside.ayy.fi/pages/viewpage.action?pageId=12615842>

Questions?