

Rectors' Conference of Finnish  
Universities of Applied  
Sciences

**RULES**

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## **1 §**

### **Name and registered office**

The name of the association is Rectors' Conference of Finnish Universities of Applied Sciences (Arene ry), Rådet för yrkeshögskolornas rektorer Arene rf and its registered office is in Helsinki.

## **2 §**

### **Objective, purpose and type of activity**

The objective of the association is to promote and safeguard the interests of universities of applied sciences both at national and European level. The association works to disseminate information and to bring together the operators involved in the field of universities of applied sciences. The association establishes the conditions under which universities of applied sciences are able to provide working life-centred higher education and conduct research, development and innovation activities.

To achieve its goals, the association takes part in meetings and working groups which deal with guidelines and a long-term planning of matters concerning universities of applied sciences. The association also organizes seminars on common issues, meetings, research visits and other educational and expert presentations on topics related to its activity. The association issues statements and communiqués on issues within its remit. The association can also carry out other tasks as directed by universities of applied sciences or the government. Acting under the authority of the meeting of the association, the association can decide on the coordination of common tasks.

To support its activities, the association can accept grants, donations and wills. The association can also own real and movable property required for its activity and organize fund raising campaigns subject to necessary permits.

## **3 §**

### **Membership**

Any University of Applied Sciences in the Ministry of Education and Culture's administrative sector that has a valid government granted licence or a similar higher education institution in another administrative sector may become an associate member of the association. Rectors of Universities of Applied Sciences may gain individual membership in the association.

Membership applications are approved by the Board of the association.

#### **4 §**

##### **Resignation or termination of membership**

A member has the right to resign from the association by giving written notice to the Board or the President of the Board or by noting the resignation in the minutes of the next meeting of the association.

The Board can dismiss a member from the association if the member fails to pay the membership fee or otherwise neglects the obligations the member has committed to, or her actions, within or outside of the association, caused considerable harm to the association, or if the member no longer meets the membership requirements as determined by law or the rules of the association.

#### **5 §**

##### **Finance**

The association's activities are financed by funds received from annual membership fees, annual joint events of universities of applied sciences and from external sources.

The association collects an annual membership fee from all members. The fee is approved in the autumn meeting.

#### **6 §**

##### **Board**

The association's matters are handled by the Board, which includes the President and five (5) other members elected in the autumn meeting.

The board's term begins at the beginning of the year following the association's autumn meeting. The board's chairperson and other board members have a mandate for two calendar years with half the members retiring each calendar year. During the board's first term, the names of those in who will retire first shall be drawn. The same person may be appointed to the board for a maximum of two consecutive terms.

The Board elects two Vice-Presidents from among its members.

Board meetings are convened by the President or, if the President is not available, by the Vice-President or Executive Director when deemed necessary by the Board. In addition, a meeting can be convened if at least half of the members of the Board request it.

The Board has a quorum when at least half of its members are present, including the President or Vice-President. Decisions are ap

proved by a simple majority of votes. If votes are tied, the President shall have the casting vote. In elections, a tied vote is decided by drawing lots.

Board members can take part in meetings by remote access as specified by the Board.

## **7 §**

### **Rectors' meeting**

Rectors' meetings are the principal form of organizing the association's activity. All rectors who are individual members of the association have the right to attend rectors' meetings. The President of the association acts as the chairman in rectors' meetings. The deputy members of rectors can also participate in rectors' meetings. External experts may participate by invitation. Rectors' meetings are convened periodically by the Board in each calendar year.

Rectors' meetings deal with matters concerning universities of applied sciences and the higher education system and policies and other central matters concerning the association's purpose and activity. At rectors' meetings, rectors approve recommendations and agreements concerning the activities of Universities of Applied Sciences.

Members can take part in rectors' meetings by remote access as determined by the Board.

Minutes shall be recorded at all rectors' meetings. The minutes are posted on the portal of Arene ry (Rectors' Conference of Finnish Universities of Applied Sciences).

## **8 §**

### **The association's other bodies**

The meeting of the association may decide on the appointment of committees and working groups, which will be tasked with working under the government to complete duties appointed to them by the meeting of the association and the government.

Where necessary, the board may appoint project-based working groups which external members may also be invited to join.

## **9 §**

### **Executive Director**

The Board appoints the Executive Director and sets the term of office, post and fee.

The Executive Director acts as the secretary of the Board and represents the association with the chairmen within the framework of decisions approved by the Board. The Executive Director is responsible for executing the decisions of the Board and is in charge of information and communication of other matters of the association. Information for members is provided mainly via the portal of Arene ry.

The board's chairperson or, if the chairperson cannot do so, a deputy chairperson appointed by the board shall act as supervisor to the Executive Director.

The Board may appoint other staff by the proposal of the Executive Director.

## **10 § Signatories**

The signatories of the association are the President of the Board, the Vice-President elected by the Board, or the Executive Director.

## **11 § Auditors**

The association has a certified auditor (KHT/HTM) and a deputy auditor elected in the autumn meeting.

## **12 § Accounting period and audit**

The association's accounting period is one calendar year.

Financial statements and supporting documents and board the annual report of the Board shall be submitted to the auditor no later than one month before the spring meeting. The auditor shall submit a written auditor's report to the Board no later than two weeks before the spring meeting.

## **13 § Association meetings**

The association holds two general meetings annually. The spring meeting is held between January and May, and the autumn meeting is held between September and December on a date decided by the Board. A seminar is held in conjunction with the autumn meeting on current matters. The objective of the seminar is to maintain contact with the association's associate members and management of Universities of Applied Sciences.

An extraordinary meeting is held by decision of the association or if deemed necessary by the Board or if at least one-tenth (1/10) of the voting members of the association request it in writing to the Board. The extraordinary meeting shall be held within 30 days from the day the request is submitted to the Board.

Each associate and individual member shall have one vote at the association's meeting. The chairperson of the board from the respective university of applied sciences or a person authorised by the chairperson shall act as each associate member's representative at the association's meetings.

Unless otherwise stated in the bylaws, the opinion held by over half of voters shall be the decision of the association's meeting. Votes shall be settled with a simple majority. In the event of a tie in the number of votes, the vote by the meeting's chairman shall be decisive, with the exception of elections in which case the result shall be drawn.

#### **14 §**

##### **Convening of the association's meeting**

The board shall convene the members no later than seven days before the meeting by post or e-mail.

#### **15 §**

##### **General association's meetings**

Matters included in the agenda of the spring meeting:

1. Opening of the meeting
2. Election of the chairman, secretary, two inspectors of the minutes and, if necessary, two vote counters.
3. Recording the legality and quorum of the meeting.
4. Approval of the rules of procedure.
5. Presentation of financial statements, the annual report and the auditor's report.
6. Adopting the resolution to approve the financial statements and to relieve the Board and other accountable officers from liability.
7. Other matters specified in the notice of the meeting.

Matters included in the agenda of the autumn meeting:

1. Opening of the meeting
2. Election of the chairman, secretary, two inspectors of the minutes and, if necessary two vote counters.
3. Recording the legality and quorum of the meeting.
4. Approval of the rules of procedure.
5. Adopting the operation plan, budget and members' fees for next term of office.
6. Election of the President of the Board and other members to replace outgoing members.
7. Election of the auditor and deputy auditor.
8. Other matters specified in the notice of the meeting.

If member of the association wishes a particular matter to be discussed in the meeting of the association, the member must inform the Board of the matter in writing no later than one month in advance, in order for the matter to be included in the agenda.

## **16 §**

### **Changes to rules and dissolution of the association**

A change to the association's rules or dissolution of the association shall be listed in the invitation to the meeting. Decisions concerning either a change to the association's rules or dissolution of the association must be made in two meetings held within a two month period.

If the association is to be dissolved, the association's funds shall be used as resolved in a manner decided by the meeting that in which the resolution to dissolve is adopted. If the association is to be abolished, its funds shall be used in the same manner as defined above.

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