

# DATA GUILD RY RULES

## Unofficial translation

### 1 Name, domicile, purpose and languages

#### 1§ Name and domicile

The name of the association is Data Guild ry. In these rules the Data Guild ry will be referred to as the Guild. The domicile of the guild is Espoo.

#### 2§ Purpose and activities of the guild

The purpose of the guild is to unify the students of the Aalto University School of Science Data Science program students and advocate the interests of the Data Science students in the School of Science and masters students in data science programs and university level, and inspire them to follow occupational and societal questions.

To fulfill its purpose the guild may:

1. organize meetings, parties, study trips and trips for fun;
2. organize events and info sessions related to the school, questions related to school politics and societal questions;
3. take care of publicity within the guild;
4. help new members get to know the school and the atmosphere of the school and help tackle problems in the beginning of studies;
5. keep in contact with trade unions and companies of the field and old members of the guild;
6. to convey material related to studies to the members of the guild without seeking profit;
7. keep in contact and cooperate with the Aalto University Student Union (AYY), Aalto University, the School of Science, the department of Computer Science, department of Math and System analysis, trade unions of the field, companies, and other stakeholders.

### 3§ Financial support for activities

To support its activities the guild may organize social evenings, raffles, sales of work, events for fun, educational events and other comparable events, practice publishing activities related to its cause, receive donations and wills. In addition it collects a membership fee.

The guild may own movables and fixed assets necessary to its activities.

### 4§ The languages of the guild

The official language of the guild is Finnish. The operating language of the guild is English.

## **2 Members and Fees**

### 5§ Members

The guild can have actual members, outer members, supporting members, honorary members and association members.

Any AYY member that is interested in the Guild's activities may be accepted as an actual member for the guild.

Any member interested in the guild activities that cannot be accepted as an actual member may be accepted as an outer member.

Any person or any legal entity that supports the guild activities may be accepted as a supporting member.

Any association whose rules and purpose are aligned with the guild spirit and do not break the guild rules in any way may be accepted as an association member.

The guild meeting can invite an honorary member, that is especially commendable in guild activities or otherwise significantly worked to advanced its goals, with a three fourths of votes cast majority.

The proposal to invite an honorary member is done by the board, but ten (10) guild members also have a right to do so.

The guild may have at most ten (10) honorary members at one time.

## 6§ List of members

The guild is obliged to maintain a current list of members. Members are obliged to inform the guild of changes to their name, domicile or email.

## 7§ Membership fees

Members are obliged to pay a yearly membership fee to the guild, the size of which is determined by the annual guild meeting. The membership fee may be different for different member groups. Honorary members do not have to pay the membership fee.

## 8§ Resigning from the guild

A member can resign at any time by notifying the chair, board or the association meeting.

The board may consider a member to have resigned if they have not paid their overdue membership fee within two months.

## 9§ Expulsion of a member

The board may expel a member who does not that is no longer a member of AYY, or that has grossly acted against the purpose of the guild. In this case the decision of expulsion must be delivered on paper to the expelled member, or by email to a member that has informed the guild of their email address, without delay.

## 10§ Making a complaint about the decision of expulsion

The expelled member may request that the matter is re-addressed in the association meeting and a three fourths of votes majority is needed to confirm the expulsion. The request must be made within one month of the decision of the board and it must be addressed in the next guild meeting, but in 60 days of submitting the complaint the latest.

# **3 Guild meetings**

## 11§ Guild meetings

Guild meetings are the annual meeting, election meeting and additional meetings.

## 12§ Annual meeting

The annual meeting must be held during February or March and at least the following matters must be discussed:

- annual report from the previous year;
- account report and financial statements;
- statement from operations inspectors;
- confirmation of the financial statements;
- discharge of liability to those who have been responsible for the administration of the association in the previous year
- plan of action prepared by the board for the ongoing term;
- budget prepared by the board for the ongoing term;
- the amount of membership fee for the next academic year.

### 13§ Election meeting

The election meeting must be held in October or November and at least the following matters must be addressed:

- selecting the chairperson of the board, and other board members for the following term;
- selecting people for other guild roles for the following term;
- selecting operations inspectors and their personal deputies for the following term;
- Selecting the guild “oltermanni”.

The guild “oltermanni” is chosen from amongst the Aalto-university teachers for one year at a time for communication between the guild and the school.

### 14§ Additional meetings

An additional meeting is held when the board feels there is a need for it or when at least a tenth of the guild’s members entitled to vote or ten members entitled to vote request it from the board for a specific matter that is expressed in writing. The meeting must be held within 14 days of the board receiving the request, however outside of the academic year it must be held within 30 days of receiving the request.

### 15§ Rights in guild meetings

All members have a right to be present at guild meetings. Actual members are eligible to vote. Other members have the right to speak and make proposals.

With the decision of the meeting a person that is not a member of the guild may be given the right to be present and to speak.

#### 16§ Decision-making

Unless stated otherwise in these rules, the decisions in guild meetings are done with an absolute majority of votes. In the case that votes are divided equally, the chairperson of the meeting settles the vote. However, in elections the vote is settled by drawing lots.

#### 17§ Convening the meeting

The time and place of the meeting and the agenda of the meeting must be mentioned in the meeting invitation. The meeting invitation must be posted on guild's email list at least 7 days before the meeting, or at least 14 days before the meeting outside of Aalto University academic year.

#### 18§ Quorum

The meeting has quorum if it has been convened correctly and is held in the capital region.

#### 19§ Agenda

The agenda of the meeting is the agenda that was mentioned in the meeting invitation. The meeting may also deal with issues that are deemed urgent with a 5% majority.

When dealing with changing the rules of the guild, electoral system and election rules, the selection or expulsion of board members or operations inspectors, confirmation of financial statements and discharge of liability, or other matters in yhdistyslaki 23§, it must be mentioned in the meeting invitation.

#### 20§ Expulsion of a board member or committee member

For a justified reason the meeting may relieve a board member or a committee member of their duties during their term. There must be a mention of this in the

meeting invitation. There must be a  $\frac{3}{4}$  majority of votes to relieve the board or a member of the board of their duties.

#### **4 Board**

##### 21§ Board

The guild's matters are handled by the board which is chosen for one calendar year at a time.

The board must consist of a chairperson, and 2-11 other members.

Only actual members of the guild are eligible to run for the chairperson of the guild.

##### 22§ Duties of the board

The duties of the board include:

- Lead the guild's activities
- Prepare the agenda for guild meetings and execute the decisions made in the meetings
- Take care of the guild's finances and property
- Make decisions about accepting new members
- Make a proposal of the guild's plan of action, budget, annual report and financial statements
- Oversee the activities of committees and committee members
- Convene the guild meeting when needed
- Represent the guild.

##### 23§ Members of the board

The chairperson of the board convenes the board meetings and facilitates them, convenes the guild meetings and oversees that the guild activities adhere to the guild rules.

The board names a vice chairperson amongst themselves. The vice chairperson takes care of the chair duties if the chairperson cannot. The vice chairman must be an actual member of the guild.

## 24§ Board meetings

The board meetings have quorum when the meetings have been informed of in a way that has been agreed by the board and at least half of the members, and at least the chairperson or vice chair are present.

Decisions are made with an absolute majority of votes. In the case that votes are split equally, the chairperson has the deciding vote, in elections, however, in elections the vote is settled by drawing lots.

## 25§ Signing on behalf of the guild

The name of the association is signed by the chairperson or the vice chairperson together with another board member.

The board has the right to grant permission to sign alone to an actual member.

## **5 Committee members and committees**

### 26§ Founding, terms, and taking part in activities

The guild meeting and the guild board may appoint committees and committee members that operate under the guild. When doing this the length of the term must be set, and it can be until the end of the term of the board at most.

## **6 Administration and finances**

### 27§ Term and accounting period

The term and accounting period of the guild are a calendar year.

### 28§ Operations inspectors

The guild's finances and administration are supervised by the operations inspectors. The board must give the financial statements with necessary documents and plan of action to the operations inspector at the latest 21 days before the annual meeting. Accounts must be given for inspection also at other times if requested.

The operations inspectors must give a written report of the inspection of the guild's administration and accounts addressed to the guild's annual meeting at least 14 days before the annual meeting.

## **7 Other provisions**

### **29§ Guild's symbols and logo**

The guild meeting decides about the guild symbols, logos and the official notice board.

### **30§ Rule amendment**

Decisions on rule amendments are made in two consecutive Guild meetings, which must be held at least seven (7) days apart. In order to make the decision, the three-fourths majority of the votes cast is required in both meetings. The amendment must be mentioned in the invitation to the meeting.

The proposal for an amendment can be made by the board, 1/10 of the guild's actual members or 10 guild's actual members given in writing to the board. A proposal made by actual members must be addressed in the next guild meeting.

### **31§ Dissolution of the Guild**

Decisions on the dissolution of the Guild are made in two consecutive association meetings, which must be held at least thirty days apart. In order to make the decision, the three-fourths majority of the votes cast is required in both meetings. The motion of dissolution must be mentioned in the invitation to the meeting.

When the Guild is dissolved or discontinued, its funds are transferred to Aalto University Student Union to be used for a cause consistent with the second article of these rules or this is impossible to support AYY's activities.

### **32§ Entering into force of rule amendments of dissolution**

A rule amendment or decision of dissolution enters into force when it has been entered into the association register.

### **33§ Matters not stated in these rules**

Unless otherwise stated in these rules, the association law is followed.