

Representative Councils 5th additional Meeting

Agenda

- Time: **11.12.2025 at 17:30**
- Location : Metropolia UAS, Myyrmäki campus, Leiritie 1, 01600 Vantaa
A-auditorium MMA101
- Invitation: Members of the Representative Council
The Board of METKA
Members of the Student Union
Employees of the Student Union

MEETING TECHNIQUE AND PROCEDURES

1. Opening of the meeting

The Chair opened the meeting at XX:XX.

2. Stating the legality and quorum of the meeting

According to § 9 of the Statutes of METKA, the invitation to the meeting of the Representative Council shall be sent by e-mail to the address indicated by the member of the Representative Council at least seven (7) days before the meeting to all members and deputy members of the Representative Council, and the meeting shall also be publicly announced in the manner decided by the Student Union Representative Council. A meeting of the Assembly shall be valid and quorate if it has been duly convened and the chairperson or vice-chairperson of the Council and 1 /3 of the members of the Council are present.

MOTION: The meeting is declared legally convened and quorate.

DECISION:

Postiosoite

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00920 HELSINKI
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metkaweb.fi
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Sähköposti

metka@metkaweb.fi
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3. Order of the meeting

According to Article 9 of the Statutes, the Secretary of the Representative Council meeting is primarily the Executive Director of the Student Union. If the Executive Director is unable to attend, the Council of Representatives shall elect a secretary for the meeting.

MOTION: Those present are confirmed and the rights to speak and to be present are granted as set out in the attachment. To elect a secretary, at least two examiners of the minutes and two vote counters for the meeting.

ATTACHMENT:
DECISION:

4. Procedure of the meeting

MOTION: The agenda is accepted as the procedural agenda of the meeting.
DECISION:

Announcements

5. Matters to be noted

- Greetings from the Board of METKA
- Relevant issues from the Student member of the Metropolia Ltd. board.

6. Financial situation

The Executive Director presents the current financial situation of the Student Union

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DECISIONS

§ 46 Student Association Collaboration Agreements

METKA establishes cooperation agreements with student associations operating at Metropolia, which entitle the associations to apply for association grants and use Metropolia's facilities. Currently there are 16 associations, and a new association has been established on average once each year since 2022. Resources for supporting associations are limited, so the representative council is asked to provide guidance on the types of cooperation agreements to be made with associations and the criteria for doing so.

PRESENTER: Justus Kalliokoski
ATTACHMENT: Attachment 1 - Background paper for the Board's proposal
MOTION:

DECISION:

§ 47 Updating the Club Guideline

The METKA club guidelines needed updating, and the board has prepared an updated version of the document that better supports the activities of the clubs. The updated version has been circulated to the representative council for comments, and these comments have been taken into account in the update.

According to METKA's statutes, the representative council's task is to "approve and confirm the necessary rules and other regulations it deems necessary," which means that the updated rules require the representative council's approval.

PRESENTER: Justus Kalliokoski / Atte Kolehmainen / Aila Henriksson
ATTACHMENT: Attachment 2 – Boards proposal of the new Club Guideline
MOTION: A Discussion to be held and deciding on the approval of the new Club Guideline

DECISION:

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§ 48 Updating the Administrative Guideline

METKA's administrative regulations were found to be in need of updating, and in the spring, the representative council appointed a working group to make updates to the document. The working group has prepared an updated version of the document, in which the most significant problems have been corrected. The first version of the document was circulated for comments to METKA's representative council, board, and employees, whose comments have been taken into account in the update.

According to METKA's statutes, the representative council's task is to "approve and confirm the necessary rules and other regulations it deems necessary," which means that the updated rules require the representative council's approval.

PRESENTER: Thomas Heathfield
ATTACHMENT: Attachment 3 – Boards proposal of the new Administrative Guidelines
MOTION: A Discussion to be held and deciding on the approval of the new Administrative Guideline.

DECISION:

OTHER BUSINESS

7. Other business

The chair of the board answers the ponnet submitted to the board at the 2025 representative council's organizational meeting.

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MEETING TECHNIQUE

8. Ending of the meeting

The Chair ended the meeting at XX:XX

As a deposit of the minutes,

Chair of meeting

Secretary

Examiner of the minutes

Examiner of the minutes

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