

Turku Student Village Foundation's

# Tenant Co-operation Model



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# 1. Tenant Democracy

## 1.1 Tenant Democracy and How It Works

Tenant democracy enables tenants to participate and have an impact on the governance of housing units. It provides tenants with the opportunity to obtain information about the financial management, condition, and maintenance of the housing location. Tenant democracy allows tenants to influence and make decisions regarding matters related to their living conditions. The aim is to enhance comfort and promote the maintenance and care of rental properties. In tenant democracy, the law on joint administration in state-supported rental properties, which came into effect on January 1, 2024, is followed.

## 1.2 Tenant Committee Organization



Each **tenant** has the right to participate in tenant meetings for their own location.



**Tenant meeting for a location** takes place at least once during every calendar year and selects the tenant committee members.

### Tenant Committee

- Can exist for each location
- Can also be joint with a neighbouring location
- Representative must live in the location they represent
- Recommended minimum number of members is three

### Tenant Committees' Advisory Board

Cooperation body that can have a member from every tenant committee.

### SOANK

(abbr. Finnish Advisory Board of Student Housing)

Max. three representatives plus substitutes can be selected.

### Tenant Auditor

Advisory board collects any appointments of audit firm candidates made in tenant meetings. Audit firm is selected by the TYS board. Auditor's active-duty period is one year.

### TYS Board (13 members, including 2 proposed by tenants)

The Advisory Board compiles the nominations made by the tenant meetings on the board candidates, conducts the election and informs TYS of the results. The Board makes the decision. The same person can only be selected for two consecutive terms.





## **2. Tenant Activities at Housing Locations**

### **2.1 Tenants' Meeting**

The tenant committee convenes the tenants' meeting annually, no later than October, if necessary, in collaboration with TYS (Turku Student Village Foundation). If the housing location doesn't have a tenant committee, TYS convenes the tenants' meeting. In new locations without an active tenant committee, TYS aims to convene the tenants' meeting within six months of the completion of the building or guide the new locations' tenant activities to collaborate with another TYS housing location. A meeting must also be called if at least one-tenth of eligible voters demand it to address a specific issue.

The invitation to the tenants' meeting must be sent at least two weeks before the meeting. The invitation is sent to each tenant on the Tenant Pages and via email to the address provided to TYS by the tenant. Invitations must include the agenda, time, and location of the meeting.

All individuals residing permanently in the building who are 18 years old or older, and those who are 15 years old or older and have entered into a lease agreement are eligible to vote and stand for election. Eligible voters also include the immediate holders of commercial and other rented premises, with one vote for each commercial or other unit they manage.

The tenants' meeting elects the chairman and other members (recommended 3-8 people) of the tenant committee. Only one person from the same household can be elected to the committee. Therefore, only one person from family units can be elected. In shared apartments, all tenants can be elected, as each tenant has a separate lease agreement. A tenant can only serve on the tenant committee of their own housing location. The tenants' meeting also decides on the number of committee members and the method of selection.

In addition, the tenants' meeting has the right to nominate candidates to the TYS board and nominate a candidate for the auditing firm.

## 2.2. Tenant committee

### 2.2.1. Task

The tenant committee represents the tenants towards TYS. The tenant committee decides on the use of the annual operating grant in accordance with the given guidelines and organizes activities in line with the interests of the housing locations' tenants. The tasks of the tenant committee have been stated in [the law on joint administration in state-supported rental properties, Section 6 Tenant Committee Rights \(in Finnish\)](#).

1. Participate in the preparation of the rental house's budget proposal and rent determination proposal.
2. Make proposals annually for corrective measures to be included in the budget, a long-term corrective action plan and known corrections.
3. Make proposals on the content of the maintenance agreement, the management system and the organisation of hosting and maintenance tasks;
4. Observe, on behalf of tenants and other occupants of apartments, the carrying out of care, maintenance and repairs in common areas.
5. Decide on the content of the Rules of Procedure.
6. Decide on the principles for sharing shared parking spaces, saunas, laundry rooms and similar facilities within the existing framework of the rental housing community.
7. Decide on the use of common tenant facilities when the common space is only used by the rental unit in question and participate in decision-making if the common space is block-specific.
8. Decide on a matter referred to the committee for decision or implement the matter assigned to it, provided that the tenant committee is ready to accept it.

### 2.2.2. Division of Tasks

The chairs of the tenant committees primarily liaise with TYS, secretaries act as record keepers, and treasurers are responsible for financial transactions. The tenant committee may also decide on other legally mandated areas of responsibility.

#### **Facilitating the activities of the tenant committee:**

- Members are familiar with TYS's organization and staff.
- Members maintain connections and relationships with TYS.
- The tenant committee uses allocated funds fairly for the benefit of all tenants. Meaningful activities can attract new active members!
- The tenant committee keeps minutes of its meetings, describing its activities.
- The tenant committee retains the minutes appropriately and sends a copy to TYS's tenant activities coordinator via email.

### 2.2.3. Decision Making

The tenant committee is quorate when the chair or vice-chair, including at least one-third of the members, is present. A decision of the tenant committee is adopted if the majority of votes cast in the meeting support it. In case of a tie, the chair's vote, except in elections, determines the decision. In elections, a draw resolves ties.

The tenant committee's meetings are open to all tenants of the housing location. Any tenant can attend the meeting to listen and share their thoughts. The tenant committee informs about upcoming meetings through each housing locations' communication channels. Communication channels can be found on [TYS's website, on the Tenant Democracy page](#).

### 2.2.4. Tenant Committee Budget

Operating funds are allocated to the tenant committees, which use them for tenant activities. The funds can only be used by functioning tenant committees. Funds are not paid retroactively.

The annual operating grant provided by TYS is based on the size of the housing location. Tenant committees decide on using funds for activities aimed at the housing locations' tenants. With the funds, the committee can organize events for tenants or acquire games, tools, sewing machines, etc. for tenants' use.

The tenant committees handle the organization and expenses of committee meetings. If tenant committees have unspent operating funds, they are transferred to the council.

### 2.2.5. Basis for Tenant Activity Budget

The budget consists of a basic amount of €350 and an additional amount of €3.70 per person. TYS decides the budget annually as part of the foundation's budget.

The budget can also be used for activities outside the housing location, e.g., theater, karting, bowling, movies. Information about events must be provided to all tenants and the foundation at least 1 week before the event. TYS may reject the use of the budget if the event does not meet the specified tenant activity criteria.





### **2.2.6. Use of the Tenant Committee Budget**

Tenant committees can use the budget when a decision has been made at a committee meeting and it is recorded in the minutes.

Purchases cannot be made from abroad or from foreign online stores or ships. Purchases also cannot be made in the form of gift cards. If a purchase is made against the guidelines, the person making the purchase is responsible for covering the cost.

Tenant committee members are not allowed to use their own loyalty and bonus cards for committee purchases (Tax Authority's guidelines). A K-Group bonus cards for tenant committees is available from the tenant activities' coordinator.

#### **Purchases can be made in the following ways:**

- A committee member pays for the purchases personally, and the money is reimbursed based on receipts and records in about a week from when the receipts are submitted (taking into account the processors' vacation times).
- With an invoice addressed to TYS ([www.tys.fi/laskutustiedot](http://www.tys.fi/laskutustiedot)). The invoice must specify what has been purchased, which housing locations' tenant committee the invoice concerns, and the invoice must be addressed to Turku Student Village Foundation.
- TYS makes a purchase at the request of the tenant committee (e.g., online purchases), and payment is made with TYS's corporate card.

Receipts and protocols for acquisitions should be submitted to the tenant activity coordinator scanned and attached to emails. The tenant committee should contact TYS in advance if the acquisition is significant, or if it is necessary to confirm the eligibility of using the tenant committee's budget for the acquisition.

The expenses related to tenant activities are the foundation's costs and require duplicates of protocols and acceptable receipts (Accounting Act and Decree, audit).

The tenant committee is not a legal entity and cannot enter into agreements with external parties.

The tenant committees must keep a record of their expenses to ensure that the annual budget allocated to them is not exceeded. To support the tenant committee's own monitoring, they can inquire about the use of their budget and the remaining budget amount from TYS during the operating year.

### **2.2.7. Inventory of Tenant Committee Acquisitions**

At the end of the year, the tenant committee conducts an inventory of its equipment and furniture. The inventory should also include items that have been removed due to damage or loss. The tenant committee can acquire a loan equipment cabinet for their location.



### **2.2.8. Contact Information for Tenant Committees**

Contact information for the tenant committee for tenants can be found on TYS's website on the Tenant Democracy page. From time to time, TYS may remind of the existence of tenant committees in the TYS newsletter and publish a link to contact information on the TYS website.

The tenant committee may also have its own website, Discord group, Facebook and/or Instagram, where information about the tenant committee's activities, borrowed items, etc. is provided. The construction, content, and maintenance of these channels is the responsibility of the tenant committee.

#### **Notification of Changes in the Tenant Committee:**

The tenant committee must immediately inform TYS of any changes in personnel within the committee so TYS can reach the correct individuals.

### **2.2.9. Communicating Tenant Activities to Tenants**

Effective communication of tenant activities to all tenants is essential for them to be aware of events, meetings, etc., and to know where/whom to inquire about borrowed items for example.

Any requests for copying and printing should be sent by email to [office@tys.fi](mailto:office@tys.fi) at least 3 working days before the need for prints. TYS does not proofread or translate tenant committee materials.



## **2.3. Tenant Committees' Advisory Board**

### **2.3.1. Task**

The cooperation body between the tenants and the rental housing community handles co-management matters concerning the entire housing stock of the rental housing community. The negotiating committee may also organize events.

The Tenant committees' advisory board is a collaborative body of tenant committees operating in different housing units of TYS. For its tasks, rights, etc., refer to the link to the law on co-management in state-supported rental housing, Section 8, Rights of the Collaboration Body. (The English version is not available. The text is translated with WordTranslator)

### **Rights of Tenant committees' advisory board**

Tenant committees' advisory board shall be entitled to participate in:

- 1.** Drawing up the rental principles for shared parking spaces, saunas, laundry rooms and similar facilities, and for tenant spaces that are used more extensively than per block; determination of use.
- 2.** The preparation of the rental housing corporation's budget proposal, the proposal for determining maintenance charges, the criteria for equalisation and distribution, and repair measures.
- 3.** Preparation of long-term repair and financing plans.
- 4.** The organisation of the care system, hosting and maintenance tasks.
- 5.** The preparation of contracts for the maintenance and management of rental houses and other buildings and real estate.
- 6.** The preparation of renovations and renovations to bring buildings and buildings into line with normal requirements at any given time.
- 7.** Preparation for the procurement of housing-related services.
- 8.** The preparation and negotiation of measures concerning the transfer, demolition or exemption from restrictions on use and disposal of rental houses after the rental housing community has made a decision.

The rental housing community must inform the cooperation body about upcoming competitive tenders for acquisitions related to rental houses and housing and reserve the cooperation body the opportunity to comment on them. The cooperation body may make proposals, negotiate and issue a statement on the above-mentioned and other matters related to living in a rental housing community. The cooperation body may make proposals to the rental housing community, which must respond to the proposals within a reasonable time and report on the progress of the matters.



### **2.3.2. Members**

The chairperson of the tenant committee or a representative elected instead of the tenant committee represents the rent determination unit in the cooperation body. In TYS housing objects tenant committees select one voting representative per housing unit from among themselves to the Advisory Board.

### **2.3.3. Division of Tasks**

The organizational meeting of the negotiating committee is called by the foundation's representative by January 31.

The negotiating committee elects its chair and secretary from among its members. The negotiating committee may form working groups and committees and invite experts on specific matters. The chair calls the negotiating committee to meetings, and the notice must be delivered to members in writing or by email one week before the meeting date.

The negotiating committee must convene a meeting if requested in writing by at least two members for a specified purpose. The negotiating committee invites individuals responsible for the foundation's tenant matters and, if necessary, other officials to its meetings. Meeting space reservation and other arrangements are made in collaboration with TYS.

### **2.3.4. Decision Making**

The negotiating committee is quorate when the chair or vice-chair and a representative from at least three tenant committees are present. Each member has one vote, and decisions are made by a simple majority, with the chair's vote deciding in case of a tie, except in elections, where the chair's vote is decisive. Elections, when requested, must be conducted by secret ballot. Minutes of the negotiating committee meetings are kept by the secretary. The minutes must be provided to the tenant committees and the foundation's representatives.

The chair or secretary of the negotiating committee submits the meeting minutes to the TYS contact person, who forwards the minutes to the negotiating committee's email list.

### **2.3.5 Language of Joint Administration**

The language law is applied to joint administration. Communication and invitations can be sent in Finnish and, if applicable, Swedish and English.

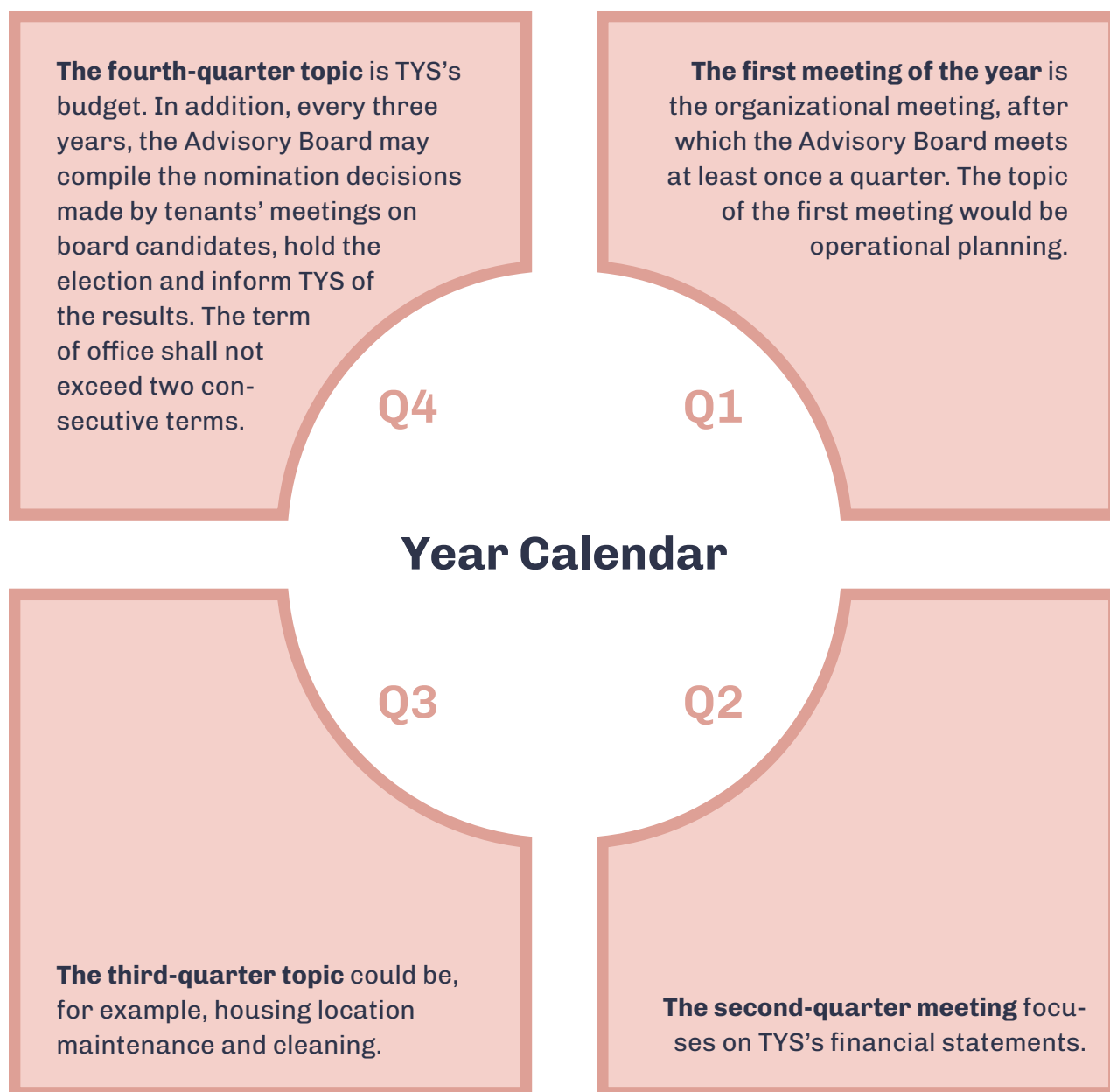
The joint administration bodies can decide on their working language according to the participants' needs. The working language for the rest of TYS's administration (including the board or equivalent) is decided in TYS as stipulated in the foundation's rules or otherwise decided in TYS.

Background materials do not need to be translated. Important items, such as agendas, should be available in English if deemed necessary for the members of the body.





### 2.3.6. Model Year Calendar for the Tenant Committees' Advisory Board



**If they so wish**, the negotiating committee members can meet outside of quarterly meetings to plan events for all tenants. In addition, the Advisory Board may hold two annual dinner meetings. One in the spring semester and one in the autumn semester to increase interaction between the members of TYS's tenant committees.

The Board of the Turku Student Village Foundation has approved the tenant cooperation model on 21.3.2024. The tenant cooperation model is valid from 1.4.2024.