



International Students Union (ISU) of Norway
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Steps for establishment of ISU (International Student' Union)

While this is the beginning of the academic year, the establishment of the local ISU branch can be done during the Introductory week.

1. The most important is to introduce the ISU as an organization from the very beginning. It will be easy if the International Coordinator gives a welcome speech in the beginning and tells about the ISU. The students should get the leaflets in the folders about the ISU (the example of the leaflet is attached).
2. After providing the information about ISU, General Assembly should be held, where the ISU student board will be elected (the leaflet about the GA is attached as well). It should consist of at least The President, the Vice-President, the Secretary General, the Treasurer, Organizing Officers (the number of officers is up to the board); optional - web-master and public-relation officer (some of organizing officer can take these responsibilities). Short description of the responsibilities of the executives:

The President shall be responsible for

- 1.representation of ISU to local authorities
- 2.acting as chairperson at ISU executive meetings and General Assemblies
- 3.delegation of responsibilities
- 4.representation of the local ISU branch at meetings of the National ISU

The Vice-President shall

- assist the president in all listed duties as delegated by the president
- function as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President.
- representation of the local ISU branch at meetings of the National ISU

The Secretary General shall be responsible for

- keeping general ISU correspondence
- writing the minutes of all meetings and distributing them to the Executive
- update list of all ISU members

The Treasurer shall

- maintain and control the finances of ISU
- work on fund raising activities

- write comprehensive accounts and present them to the executive at the end of every semester
- present the budget and the accounts at the General Assembly

The Web-Master shall

- update the ISU homepage
- ensure to reach as many members as possible with information via the internet
- maintain an updated email list of all members

The Organising Officers shall

- co-ordinate and arrange all ISU activities
- present a financial report of their activities to the Treasurer
- keep ISU members aware of ISU activities

3. After the elections the ISU student board agrees on the first meeting. It is better to have weekly meetings; it will allow the board to plan the activities for the weekend etc.
4. ISU should open a bank account for the National ISU (and the Parliament) to transfer money to. In the beginning the newly established branch should cooperate with the local student parliament. The ISU branch will get financial support (5000NOK) from StL for starting up, this money will be transferred on the account of the local parliament. ISU must give a detailed financial report to both the Parliament and ISU National.

The National Coordinator of ISU will be able to come to the University College for helping to hold the GA if needed.

These are the main things to be done in the beginning.

If there are any questions or any help required, please, contact Nina Rojina at coordinator@isu-norway.no

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