

Constitution

**Of the International Students' Union at The Oslo School
of Architecture and Design (ISU AHO)**

1 Definitions

- 1.1** “AHO” refers to The Oslo School of Architecture and Design (Arkitektur- og designhøgskolen i Oslo), Norway.
- 1.2** “NSO” refers to the Norwegian Students’ Organization; (Norsk studentorganisasjon).
- 1.3** “ISU AHO” refers to the International Students’ Union at AHO.
- 1.4** “International Student” and “Member” refers to any international student that is part of the AHO student body, including undergraduate, graduate, post-graduate students.
- 1.5** “General Assembly” and “GA” refer to the General Assembly of International Students at AHO.
- 1.6** “Board” refers to the members of the board of ISU AHO.

2 Name of the Organization

- 2.1** The name of the organization is “The International Students’ Union at AHO”, abbreviated to “ISU AHO”.

3 Description

- 3.1** ISU AHO is an autonomous branch of ISU Norway and SAHO.
- 3.2** ISU AHO embraces diversity and welcomes all International students to its activities and proceedings. ISU AHO does not discriminate on the basis of race, religion, creed, gender, political or sexual orientation, marital status, physical or mental ability, language proficiency, nationality or country of origin.
- 3.3** ISU AHO strives to represent the voice of the International Students in all aspects of their academic and social life.
- 3.4** The official language of ISU AHO is English.
- 3.5** ISU AHO is an independent, democratic, non-profit, nonreligious, non-racial, non-partisan, student-run organization that is committed to the interests of all international students studying at AHO.

4 Purpose and objectives

The purpose and objectives of ISU AHO are:

- 4.0.1** The main objective of the ISU AHO is to ensure the rights and welfare of the current and the future international students at the AHO.
- 4.0.2** ISU AHO represents the interests of all members in whatever way possible, including amongst other things: Statements and comments made by the Oslo School of Architecture and Design, matters concerning members in general, e.g. general welfare, social problems, language, accommodation, and admission to the university.
- 4.0.3** ISU AHO, where deemed necessary or appropriate, shall aid, assist, collaborate, or participate in actions, activities, or events of diverse nature, that advances ISU AHO as an organization, improve the quality of life of international students, or are in keeping with the bylaws or intentions of the Constitution.

4.1 To ensure that the rights and interests of all International Students are suitably represented and protected.

4.2 To maintain the social welfare of the International Students by fostering a sense of community.

4.3 To promote study relations between the International Students and both local and national student organizations in Norway.

4.4 To oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the achievement of these purposes.

5 Membership

5.0 Any International Student who has a student ID number and a valid semester card at AHO is automatically a Member of ISU AHO.

5.1 A Member of ISU AHO meets at least one of the following criteria:

- 5.1.1** Any student not holding a Norwegian passport
- 5.1.2** Any student holding [2] two valid passports or with dual citizenship, or
- 5.1.3** Any student with at least one non-Norwegian parent, who wishes to be considered an International Student
- 5.1.4** A student who has formally informed both the ISU AHO and NSO that they would

like to become a member of the ISU AHO. The membership is subject to approval by ISU AHO President.

- 5.2** Any student, studying at AHO, who does not meet the requirements as stated in 5.2 may be considered an Associate Member (with approval from the President, or the two-third majority of the board). An Associate Member has the same rights as a Member, excluding voting rights.
- 5.3** Any past board member can be hired temporarily (with approval of two-third majority of the board members) as an External Advisor for guidance, mediation, consultation, or any tasks for the furtherance of ISU AHO objectives. The External Advisor can be hired for one semester at a time. The External Advisor does not have a membership status, or a Board member status. The External Advisor can be contacted for consultation, in case of any problems or challenges the Executive may face. The opinion of the External Advisor is not binding on the Board members.

6 Member Privileges

- 6.0** All members shall be entitled to participation in the ISU AHO General Assembly (GA).
- 6.1** All members have the right to vote at the General Assembly.
- 6.2** All members shall be entitled to participation in all activities organized by ISU AHO.
- 6.3** The ISU AHO will strictly not tolerate nor encourage any form of discrimination on or off Campus among international students.
- 6.4** The ISU AHO board has the right to ban members from activities, for due cause, for a period of up to four (4) weeks. The decision can be made with two-third majority of the board members.
- 6.5** Any member levied with a loss of privileges shall be notified in writing. Members shall have the right to a fair appeal.

7 The General Assembly

The General Assembly is the primary decision-making body of ISU AHO.

- 7.0** There shall be at least one General Assembly per semester as soon as the Board considers this convenient for the members.
- 7.1** The incumbent Board appoints two International Students to run the first General Assembly of the following academic year in cooperation with the NSO International Officer.
- 7.2** The purpose of the General Assembly is to elect new Board members as well as ratify and amend the Constitution if necessary, following the regulations in Sections 9, 15, and 16.
- 7.3** Every Member present at the General Assembly has the right to vote.
- 7.4** A minimum of 12 attending International Students is required to hold a General Assembly.

- 7.5 At least 10 days notice must be given for a General Assembly. It is the responsibility of the Board members to ensure that the General Assembly is advertised explicitly among the international students, so that a maximum number of members participate

8 The Board

- 8.0 The Board of ISUAHO consists of ten members, elected annually by the first General Assembly in September. The positions are:
- 8.0.1 President
 - 8.0.2 Vice-president
 - 8.0.3 Academic Affairs and Welfare Officer
 - 8.0.4 General Secretary
 - 8.0.5 Treasurer
 - 8.0.6 Public Relations Secretary
 - 8.0.7 Social Secretary
 - 8.0.8 Three Social Committee members
- 8.1 President, Vice-President, Academic affairs and welfare officer, General secretary and Treasurer have to be of non – Norwegian origin.

9 Roles and responsibilities of the Board

9.0 General responsibilities:

Board members shall:

- 9.0.1 Fulfill their individual responsibilities as detailed under 9.1
- 9.0.2 Consider the needs and priorities of all international students at AHO
- 9.0.3 Be involved in decision-making processes that pertain to all International students at AHO
- 9.0.4 Maintain strong relationships amongst themselves
- 9.0.5 Cooperate with other student and community groups, such as associations, societies, clubs and cultural groups, where deemed appropriate by the Board
- 9.0.6 Attend board meetings unless extenuating circumstances arise.
- 9.0.7 There cannot be more than four (4) board members from the same nationality/citizenship. This requirement can be waived if there are no other candidates.
- 9.0.8 The Board members shall manage the daily affairs of ISU AHO
- 9.0.9 The President's position cannot be held for more two consecutive years
- 9.0.10 It is the responsibility of every Board member to know, observe, and enforce the bylaws and the intentions of the Constitution
- 9.0.11 Any Board member can access and use the email address, Facebook, and any other social media account of the organization, with approval from the President or the two-third majority of the Board members
- 9.0.12 In one semester, the ISU AHO should at least organize a minimum of two events/activities for the members
- 9.0.13 ISU AHO Board members are obliged to attend Board meetings, unless extenuating circumstances arise. In case of absence they have to inform the President.

9.1 Individual responsibilities:

9.1.1 The President

- 9.1.1.1 Facilitates Board meetings
- 9.1.1.2 Represents ISU at various forums
- 9.1.1.3 Is a member of the ISU National Assembly
- 9.1.1.4 Participates in the AHO Student Parliament as an observer
- 9.1.1.5 Is a member of the Committee for Inclusion Funds at AHO
- 9.1.1.6 Communicates with NSO and the AHO administration on issues of student concern
- 9.1.1.7 Is responsible for writing regular activity reports to local and national bodies
- 9.1.1.8 Endorses financial decisions
- 9.1.1.9 Signs off on minutes
- 9.1.1.10 Is responsible for accurate hand-over of financial and activity reports to the upcoming Board.
- 9.1.1.11 Is one of the two signatories for all ISU AHO bank accounts
- 9.1.1.12 Sets the agenda for meetings, or the two third majority of the board.

9.1.2 The Vice- President

- 9.1.2.1 Assists the President in his or her duties when delegated by the President
- 9.1.2.2 Is responsible for fundraising activities and events
- 9.1.2.3 Functions as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President until the most immediate elections, where a new President is necessarily elected once more
- 9.1.2.4 Attend as many ISU AHO -sanctioned or sponsored events as reasonably feasible
- 9.1.2.5 Serve as integral part of the Board, assisting other Board members in ensuring that the goals, objectives, and intentions of the ISU AHO are acted upon and fulfilled in a reasonable period of time.

9.1.3 Academic affairs and welfare officer

- 9.1.3.1 Be responsible for the reception and presentation of the petitions from the international students to the President

9.1.4 The General Secretary

- 9.1.4.1 Notifies the Board of scheduled meetings
- 9.1.4.2 Taking transparent, unbiased and professional minutes of the meetings
- 9.1.4.3 Prepares and distributes those minutes to all Board members
- 9.1.4.4 Assists the President in writing reports
- 9.1.4.5 Keeps all written reports

9.1.5 The Treasurer

- 9.1.5.1 Is responsible for finances including all ISU AHO bank accounts
- 9.1.5.2 Is one of the two signatories for all ISU AHO bank accounts
- 9.1.5.3 Is responsible for the transfer of all ISU AHO bank accounts to the upcoming Board in co-operation with the President
- 9.1.5.4 Prepares budgets and financial reports for various activities
- 9.1.5.5 Manages receipts and returns records
- 9.1.5.6 Advises the President on financial matters

9.1.5.7 Assists the Vice-president with the initiation of fundraising activities and – events.

9.1.6 The Public Relations' Secretary

9.1.6.1 Maintains and updates the ISU AHO website with current information regarding upcoming events, social welfare, health concerns, and any other pertinent information for International Students

9.1.6.2 Strives to improve the quality of the ISU AHO website to the best of his or her ability

9.1.6.3 Co-operates with other Board members to prepare and publish articles about ISU activities in University publications

9.1.6.4 Co-operates with the Social Secretary to inform the International Students about regular and upcoming social, recreational and sporting activities.

9.1.6.5 Monitors the media possibilities for ISU AHO and use them appropriately with approval of the President.

9.1.7 The Social Secretary

9.1.7.1 Initiates activities to promote the social welfare of the International Students, such as social, recreational and sporting activities

9.1.7.2 Works with the three Social Committee Members to organize the activities mentioned above

9.1.7.3 Monitors the social life at AHO and works with the PR Secretary to inform the International Students about regular and upcoming events and activities at the school

9.1.7.4 Writes social activity reports when asked by the President

9.1.7.5 Liaises with other student and community groups in order to initiate and organize joint events and activities as deemed appropriate by the board.

9.1.8 The Three Social Committee Members

9.1.8.1 Co-operate with the Social Secretary in organizing social, recreational and sporting activities for International Students

9.1.8.2 Co-operate with the Social Secretary in monitoring social life at AHO and informing the International Students about regular and upcoming events and activities

9.1.8.3 Co-operates with other student and community groups during joint events and activities

9.1.8.4 Improve student-wide awareness of ISU AHO's activities by preparing articles for AHO publications in co-operation with the PR Secretary.

10 Elections of the Board members

10.0 The Board is elected by the General Assembly at the beginning of the semester. The President shall be elected at the General Assembly of the autumn semester.

10.1 Any member, indicating his willingness to take the post if elected, can be nominated for a Board position. Nominated candidates must either be present or have indicated their willingness to work in the Board in written form to the General Assembly.

10.2 All elections for Board members shall be by secret ballot.

10.2.1 An election committee consisting of 2 persons shall be elected by the General Assembly. The election committee shall be responsible for the conduct of the election

10.2.2 Nominations for each post and voting on each post will be done separately in the following order: President, Vice-President, Academic Affairs and Welfare Officer, General Secretary, Treasurer, Public Relation Secretary, Social Secretary, Social Committee members

10.2.3 If a post remains vacant after elections the Board may appoint a member for this position. Notice shall be given to all members after the appointment

10.2.4 If a Board position becomes vacant after the removal or resignation of a Board member the Board may appoint a member for this position. Notice shall be given to all members after the appointment

10.2.5 The election committee, if considered appropriate can change the election procedure. Changes are subject to the approval of the General Assembly.

10.3 Every International Student present at the General Assembly has one vote per position per round.

10.4 50%-plus-1-member majority in the General Assembly elects each Board member into office. If no candidate receives the necessary majority, there will be a rerun of the election between the two candidates receiving the most votes. This procedure is to be repeated until one candidate receives the required 50%-plus-1member majority.

11 Terms of office

11.1 The Term of Office of the board members shall be one semester. As an exception to this rule is the Term of Office of the President in order to ensure continuation in ISU AHO. The President is elected on the Autumn General Assembly of ISU AHO with an annual term of office [two semesters]. Outgoing Executive members are allowed and encouraged to candidate for Board positions again.

11.2 All Board members are required to fulfill a term that begins with their election at the General Assembly and extends to the end of May of the same academic year.

12 Removal of a Board member

A two-thirds majority can remove board members from their position during a Board meeting in case of:

12.1 Economic frauds (which will be reported to the police)

12.2 Actions contrary to the interests of ISU AHO

12.3 Actions damaging the ISU AHO organization

12.4 Failing to attend Board meetings on a regular basis

12.5 Taking actions/decisions without the approval of the President, or the two-third majority of the board members

12.6 Having contributed very little, or not at all, by the middle of the semester, failing to take unbiased and transparent minutes of meeting (applies to the Secretary General or whoever takes

the minutes of the meetings, as delegated by the President).

13 Finances

13.1 ISU AHO shall secure funding for its activities from such sources as: the ISU Norway, Student Parliament, the National Secretariat, SAIH, LNU, individual donations and applications to other funding organizations.

14 Amendments

14.1 A two-thirds' majority of the General Assembly can amend the constitution.

14.2 All amendments shall take effect following the vote.