

Constitution

of the International Students' Union of Norway
at the University of Bergen

Ratified: 9th June 2011



1. PRINCIPLES

- 1.1. The name of the organisation is „The International Students’ Union of Norway at the University of Bergen” (referred to as ISU UiB).
- 1.2. ISU UiB is a local branch of the International Students’ Union of Norway (referred to as ISU).
- 1.3. ISU UiB is an independent, democratic, non-profit, non-religious, non-partisan, transparent student-run organisation that is committed to the interest of all international students studying at a higher educational facility in Bergen (referred to as international students).
- 1.4. ISU UiB embraces diversity and welcomes all international and Norwegian students to its activities. ISU UiB does not discriminate on the basis of race, colour, gender, language, religion, sexual orientation, political or other opinion, physical or mental ability, nationality or other status.
- 1.5. ISU UiB strives to represent the international students in all aspects of their academic and social life in Norway.
- 1.6. This Constitution complies fully with the governing principles, rules and regulations of the ISU National Constitution and with the related Norwegian law.

2. OBJECTIVES

The purpose and objectives of ISU UiB are:

- 2.1. To ensure that the human and academic rights and interests of all international students are properly represented and protected.
- 2.2. To ensure a deeper integration of all international students.
- 2.3. To maintain the social welfare of the international students by strengthening a sense of community.
- 2.4. To improve relations between the international students and both local and national student organisations in Norway.
- 2.5. To bring to light and oppose any discrimination, injustice, inequality or intolerance that obstructs the achievement of these purposes.

3. ORGANISATION

3.1. Membership

- 3.1.1. Any international student who has a student ID number and a valid semester card issued by a higher educational facility in Bergen is automatically a member of ISU UiB.
- 3.1.2. Every member of the ISU UiB is a member of the General Assembly and has the right to vote, to be elected and to nominate for any position in the Board during the sessions of the General Assembly.
- 3.1.3. The opinion and the voice of former members of the ISU UiB shall be respected.

3.2. The General Assembly

- 3.2.1. The General Assembly is the main body of ISU UiB.
- 3.2.2. The General Assembly convenes at least twice per academic year, in the beginning of each semester. The first assembly shall be held in the beginning of September and the second assembly shall be held in the beginning of February.
- 3.2.3. The General Assembly is called together without undue delay
 - a) by the President or
 - b) by the two-third majority of the Board or
 - c) in case of unavailability of the Board, by the ISU National Board.
- 3.2.4. The General Assembly elects the members of the Board.

3.3. The Board

- 3.3.1. The Board is the executive body of ISU UiB which operates on a routine basis.
- 3.3.2. The Board shall consist of minimum three members: the President, the General Secretary and the Financial Secretary.
- 3.3.3. The optional positions of the Board are:
 - a) the Vice-President,
 - b) the Public Relations Secretary,
 - c) the Social Secretary,
 - d) the Social Committee Members.
- 3.3.4. In case of necessity, the Board may create new positions.
- 3.3.5. The Board members' general responsibilities are:
 - a) to respect this Constitution and to cooperate with the national level of ISU,
 - b) to consider the needs and priorities of international students,
 - c) to take part effectively in decision-making in the Board,
 - d) to fulfil their duties in good faith and to their best knowledge,
 - e) to cooperate and to maintain strong relationships with other student organisations, associations, cultural groups and university bodies,
 - f) to attend Board meetings regularly.
- 3.3.6. The Board members are not responsible for their actions financially and do not get material benefit for their work.
- 3.3.7. The decisions of the Board need an absolute majority of votes. The vote is valid if at least the two-thirds of the Board members are present.
- 3.3.8. Every Board member can suggest holding a Board meeting.
- 3.3.9. Observers from partner organisations are welcome to attend the Board meetings.

3.4. Election of the Board members

- 3.4.1. Every member of ISU UiB:
 - a) can nominate one member for a Board position,
 - b) can be elected for only one Board position,
 - c) can submit a written removal request of a Board member,
 - d) has one vote per voting on positions per rounds.
- 3.4.2. Only nominated ISU UiB members can be elected to a Board position. There is no minimum number of recommendations to a position.
- 3.4.3. The Board members are elected secretly in separated rounds by an absolute majority of votes of present members. If no candidate receives the necessary majority in the first round, the two candidates with the most votes take part in the second round and are elected by a simple majority of votes. This procedure is repeated until a candidate is elected.

- 3.4.4. The mandate of a Board member ends:
- a) by the election of the new Board,
 - b) after resigning in writing handed to the President,
 - c) after being removed from the position,
 - d) with the dissolution of ISU UiB,
 - e) by becoming incapable of performing his or her studies or in any case of inability.
- 3.4.5. In case of a vacancy in the position of the President, or the General Secretary, or the Financial Secretary, a General Assembly is to be called together to elect a new candidate into the vacant position.

3.5. Removal of the Board members

- 3.5.1. Any Board member shall be removed in case of failure fulfilling his or her duties or violating the regulations of this Constitution or the National Constitution of the ISU or the Norwegian law.
- 3.5.2. The procedure of removal of a Board member is as follows:
- a) a written and reasoned request of removal is to be submitted to the Board by a member of ISU UiB,
 - b) a General Assembly is called together one week after the submission with the copy of the request of removal,
 - c) the Board member in question has the right to reply to the request of removal at the General Assembly,
 - d) the Board member in question does not have the right to vote and can be removed after the reply by an absolute majority of secret votes of the present members.

3.6. The responsibilities of the Board members:

- 3.6.1. The Board members shall act in accordance with the followings responsibilities. The share of the responsibilities is possible in case of necessity.
- 3.6.2. *The President:*
- a) is the leader and main representative member of ISU UiB at various forums,
 - b) participates in the UiB Student Parliament as an observer,
 - c) is responsible for writing regular activity reports to local and national bodies of ISU,
 - d) endorses financial decisions,
 - e) is one of the two signatories for all ISU UiB bank accounts,
 - f) is responsible for accurate hand-over of financial and activity reports to the upcoming Board.
- 3.6.3. *The General Secretary:*
- a) notifies the Board of scheduled meetings,
 - b) prepares agenda for the Board meetings,
 - c) takes minutes of Board meetings,
 - d) assists the President in writing reports,
 - e) takes care of the documents of ISU UiB.
- 3.6.4. *The Financial Secretary:*
- a) is responsible for finances including all ISU UiB bank accounts,
 - b) is one of the two signatories for all ISU UiB bank accounts
 - c) is responsible for the transfer of all ISU UiB bank accounts to the upcoming Board,

- d) prepares budgets and financial reports for various activities,
- e) manages receipts and return records,
- f) advises the President on financial matters.

3.6.5. *The Vice-President:*

- a) assists the President in his or her duties,
- b) replaces the President in his or her absence.

3.6.6. *The Public Relations Secretary:*

- a) maintains, updates and improves the ISU UiB web presence with current information regarding upcoming events and any relevant information for international students,
- b) prepares and manages the advertisement of the programmes of ISU UiB.

3.6.7. *The Social Secretary:*

- a) monitors the social life in Bergen and makes recommendations to the Board,
- b) initiates and coordinates programmes for the international students,
- c) writes reports of social activities.

3.6.8. *The Social Committee Members* cooperate with the rest of the Board, and help them to fulfil their duties.

4. FINAL PROVISIONS

- 4.1. Ratification of this or a new Constitution requires a two-thirds majority vote of the present members of the General Assembly.
- 4.2. Any change to this Constitution requires the unanimous vote of the Board members or a two-thirds majority vote of the present members of the General Assembly.
- 4.3. The ISU UiB can be disbanded with the previous approval of the ISU National Board and the unanimous vote of the General Assembly.

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