

Constitution  
of  
  
The  
International Students'  
Union-Trondheim  
(ISU-T)

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# 1. Name

The name of the union shall be International Students Union-Trondheim, herein after referred to as ISU-T.

## 2. Membership

- i. Any student who has paid his/her semester fee for the current semester to the student welfare organisation is qualified to be a member or supporter of ISU-T
- ii A member of ISU-T is a student filling at least one of the following requirements:
  - a. The student is not holding a Norwegian passport.
  - b. The student is holding dual passports.
  - c. The student has at least one parent of non-norwegian descent and has notified both NSU and ISU-T, that he or she is a member of ISU-T
  - d. The international coordinator of the NTNU student parliament
- iii. Any student not filling the above requirements may be considered as a supporter. A supporter retains the same rights as other members excluding voting rights.

## 3. Aims and objectives

ISU-T shall seek to achieve the following objectives:

- i. Shall always be a mouthpiece of all international students in Trondheim.
- ii. Shall work towards establishing and maintaining unity among members socially, culturally and otherwise.
- iii. Shall seek to establish and maintain good relations between members and the community in which they live and study.
- iv. initiate any action that may be required for the protection of international students in Norway in general and in Trondheim in particular.
- v. Organise and/or participate in any movements, functions or activities that advance or are compatible with the above objectives
- vi. Keep in contact with, and assist where possible other organisations with similar or compatible objectives.

## 4. Structure and organisation

The structure of ISU-T shall be as follows:

- i. There shall be a general assembly herein after referred to as GA.
- ii. There shall be an executive committee herein after referred to as ex. com.
- iii. The union shall also have a standing committee.

### 4.1. The general assembly

The general assembly shall consist of the total membership of ISU-T and shall be the highest authority on all matters. The executive committee is responsible to call the GA two times per year, typically in September and February.

### 4.2. The executive committee (ISU Board)

The executive committee shall consist of the following officers:

- i. President
- ii. Vice president
- iii. International coordinator of NTNU Student Parliament
- iv. ICOT representative
- v. Financial secretary
- vi. Secretary for trips
- vii. Secretary for social program
- viii. Secretary for movies
- ix. Secretary for public relations, www, and mailing lists

### **4.3. Committees**

Committees shall be formed to fill the following:

- i. There shall be a social committee consisting of volunteers from the ISU members in addition to the secretary for social program who shall be its chairperson. The starting committee is formed at the GA and the ISU Board decides throughout the year based on its need on extending the committee with new members.
- ii Ad hoc committees may be formed as and when necessary, charged with the performance of specific tasks.

## **5. Functions**

### **5.1. The general assembly**

Among others the general assembly shall be responsible for:

- i. Executive committee informs ISU members about the organization aims and principles, and reports about the activities, political and financial situation for the period of its term of office.
  - ii. Election of executive members.
  - iii. Election of standing and/or ad hoc committee members.
  - iv. passing and adoption of resolutions.
  - v. constitutional amendments and changes.
- In general, all major decisions affecting ISU-T shall be taken at the general assembly.

### **5.2. The executive committee (ISU Board)**

- i. This shall be the highest authority within ISU-T in the periods between GA meetings and are entrusted with the responsibility of working for the interest of international students and a realisation of the goals of ISU-T in accordance to the objectives of the constitution.
- ii. The executive committee is charged with the day to day management of the affairs of ISU-T in line with constitutional objectives.
- iii. The executive committee is responsible for taking initiatives in proposing tasks and ensuring that these are carried out in furtherance of the objectives of ISU-T.
- iv. The executive committee shall be responsible for appointing representatives to
  - a. the National ISU council and conferences,
  - b. all other meetings in the interest of ISU-T.
- v. The executive committee shall be the link between ISU-T and all other international branches, the national ISU coordinator and other bodies dealing with international students in Norway.

### **5.3. Committees**

#### **5.3.1. Social committee**

- i. Shall be responsible for organising social functions including but not limited to parties, cultural evenings, social nights, picnics, tours, excursions, video club, etc.
- ii. Shall organise games and sport activities.
- iii. Ensure the participation of ISU-T in international, cultural and social activities.
- iv. Shall attend meetings that concern cultural and social events.
- v. Shall make sure that ISU-T is as social as possible.
- vi. If no such committee is functionable the social secretary is responsible for these task in cooperation with ex. com.

#### **5.3.2. Ad hoc committees**

These shall be formed as and when necessary at GA and/or emergency meetings to tackle specific tasks.

## **6. Duties of officers**

### **6.1. The president**

- i. Shall be the general leader and spokesperson for ISU-T.
- ii. Shall represent ISU-T at all conferences and other meetings unless otherwise decided by ex. com.
- iii. Shall speak on behalf of ISU-T at all forums unless otherwise decided by ex. com.
- iv. Shall in consultation with the secretary for public relations summon all meetings of the union, and fully supports the international coordinator of NTNU Student Parliament in preparation of the GA in the start of the Autumn semester.
- v. Shall be the chairperson of all ISU-T meeting.
- vi. Shall be responsible for the delegation of responsibility that from time to time arises in the administration of ISU-T
- vii. Shall be a signatory to all financial undertakings of ISU-T
- viii. Shall together with the secretary be responsible for the effective running of the ISU-T office.

### **6.2. The vice president**

- i. Shall be the leader and spokesperson of ISU-T in the absence of the president.
- ii. Shall assist the president in all duties as delegated by the president.
- iii. Shall prepare semester reports of ISU-T activities.
- iv. Shall in consultation with the president be responsible for the summoning of ISU-T meetings.
- v. The vice-president is responsible for organizing the Buddy Programme.

### **6.3 International coordinator of NTNU Student Parliament**

- i. Bears the responsibility for continuity of the organization between consecutive academic years. With the support of the whole executive committee prepares the GA in the start of the Autumn semester, and cooperates on preparation of the GA in the start of the Spring semester.
- ii. Shall work towards good integration of the ISU-T members in the academic life in Trondheim
- iii. Shall assist the president in maintaining good contacts with the Student Parliament and other Norwegian student organizations and institutions
- iv. Shall provide and instruct the ex. committee about the proper procedures when interacting with the Norwegian organizations and institutions
- v. Shall translate necessary documents to English when this is essential for the ex. committee

### **6.4. ICOT representative**

- i. is a member of the International Club of Trondheim and enjoys full rights of the member of the ex.com.
- ii. shall work towards effective cooperation of ISU-T and ICOT
- iii. shall guarantee an efficient information exchange between the organizations
- iv. shall promote mutual activities of ICOT and ISU-T.

### **6.5. Financial secretary**

- i. Shall maintain official records of ISU-T bank accounts, petty cash, expenditure and receipts.
- ii. Shall pay out ISU-T bills and compensation.
- iii. Shall prepare and present an official report on ISU-T's financial position at each GA
- iv. Shall prepare ISU-T budget for the semester based on the recommendations of ex.com.
- v. Shall be a signatory to all ISU-T financial undertakings.
- vi. Shall be responsible for securing additional fundings for ISU-T activities, other than from the ISU National Council.

## **6.6. Secretary for trips**

- i. Shall prepare and organize at least one NTNUI cabin trip per semester for new ISU-T members.
- ii. Shall organize the regular trips in cooperation with the International Office.
- iii. Shall maintain the library of maps and tourist equipment and organize their lending to ISU-T members.
- iv. Shall organize hiking trips in the surroundings of Trondheim.
- v. Shall organize trips to distant places of interest.
- vi. Shall organize excursions to interesting places and institutions in Trondheim.

## **6.7. Secretary for the social program**

- i. Shall be the chairperson of the social committee (4.4.i.)
- ii. Shall assist the president at keeping order at GA.
- iii. Shall be responsible for recruiting volunteers in the organisation of ISU-T activities.

## **6.8. Secretary for movies**

- i. Shall be responsible for running regular movie activities

## **6.9. The secretary for public relations, www, mailing lists**

- i. Shall be responsible for all ISU-T correspondence.
- ii. Shall keep members informed through letters, poster or the international student about development on the international student front.
- iii. Shall keep up to date files, calendar of all ISU-T activities and dates for deadlines.
- iv. Shall together with the president be responsible for the effective running of the ISU-T office.
- v. Shall maintain and administer the www-pages and mailing lists of ISU-T.

## **7. Term of office**

- i. The term of office for all members of the ex. com. shall be until the next GA of ISU-T.
- ii. Any member of ex. com. after the expiry of his or her term shall be eligible to stand for re-election to any of the executive positions for another term.
- iii. No one position can be occupied for more than two consecutive years by the same person.

## **8. Resignation/removal from office**

### **8.1. Resignation**

- i. In the event of a member of ex. com. leaving before the end of his or her term of office, the executive committee publicly announces the vacant position to its members and elects a new member that stands in the position until the next GA. An emergency meeting of all ISU members may be called to elect an interim member.
- ii. Should any member of ex. com. other than the president decide to resign from office he or she should inform the president at least two weeks in advance.
- iii. In the event of the president wishing to resign, an ex. com. meeting should be called at which his or her resignations would be considered.

### **8.2. Removal**

- i. If for any reason any group of members want the removal from office of any member of ex. com., they shall in writing to the vice president call for an emergency GA, stating their reasons. (see 12.3)
- ii. The affected shall have the right to defend himself/herself at the said meeting.
- iii. Any member can be removed from office when he or she acts in a way(s) which bring the image of ISU-T into dispute.

## **9. Election of officers**

- i. Elections shall be held during the GA two times a year for all the executive positions
- ii. There shall be nominations for each post, and elections shall be by simple majority vote.
- iii. The outgoing secretary for public relations shall act as electoral officer, and shall be assisted by a volunteer. Alternately, the ex. committee can appoint another ex. committee member to act as electoral officer.
- iv. Where the electoral officer is contesting a position or not present, two volunteers shall conduct the election.
- v. Nominated candidates must be present and indicate their willingness to take the position, or in writing inform the president of their willingness to take the proposed position.
- vi. No executive member shall hold more than one office at any one time.
- vii. In the event of a tie, the president has the deciding vote.
- viii. It is highly recommended that not more than two members of ex. com. shall come from the same country.

## **10. Handing over**

- i. There shall be a transition period of two (2) weeks, within which the old executive shall orient the elected officers in the running of ISU-T.
- ii. An official inventory of all ISU-T assets and liabilities shall be presented to the elected executive within the transition.
- iii. the old executive shall cease to act on behalf of ISU-T in their official capacities from 12:00 midnight CET on exactly two weeks from the day of elections.

## **11. Finances**

### **11.1. Accounts**

- i. ISU-T shall have an official bank account, in which all funds of ISU-T shall be kept.
- ii. There shall be two signatories to the bank account these shall be:
  - a. The president.
  - b. The financial secretary.or otherwise as decided by ex. com.

### **11.2. Auditing**

- i. ISU-T publishes its annual budget through electronic media immediately after it has been approved.
- ii. The accounts for each semester shall be audited by NSU

## **12. Meeting procedures**

### **12.1. Notices**

- i. there shall be a minimum of seven days notice through the post or on notice boards before any general meeting, clearly indicating venue, time and agenda.

### **12.2. Meeting procedures**

- i. The president shall chair and maintain order at all meeting except committee meetings.
- ii. The vice president shall assist the president in maintaining order at meetings.
- iii. An appointed secretary shall be responsible for taking minutes at all such meetings.
- iv. All meetings shall proceed according to the advertised agenda.
- v. All decisions taken at GA shall be binding, unless nullified at a later GA.

### **12.3. Emergency Meetings**

- i. An emergency meeting shall be held at the request of any fifteen (15) members.
- ii. All fifteen (15) members shall be signatories to the vice president, stating their reasons.
- iii. The vice-president shall be obliged to convene such a meeting within five (5) days upon receipt of the request.
- iv. Where ex. com. convenes such meetings, i and ii above shall not apply.

### **12.4. Quorum**

- i. The quorum for all GA's and emergency meeting shall be twenty (20).
- ii. for emergency meetings, the figure shall include at least ten (10) of the signatories to the request.
- iii. If the regularly called and advertized GA does not achieve quorum 20, the elections can be performed after the meeting by e-mail or standard post with quorum 40.

### **12.5. External meetings**

- a. National conference.
  - i. At least two members of ex. com. (preferably the president and another) shall represent ISU-T at the national conference.
  - ii. In a situation where all current ex. com. members have not attended any such conference, one member of the old ex. com. who was at the previous conference shall accompany the delegation if possible.
- b. Other meetings.

The president shall represent ISU-T at all external meetings unless otherwise decided by the ex. com.

## **13. Amendment of the constitution**

- i. amendment of any part(s) of this constitution shall be discussed and or effected at a GA
- ii. Two thirds of the members present must vote for the amendment to be effected.

## **14. Interpretation**

In cases where the constitution is silent or ambiguous, the president has the right to interpret it as he/she deems fit under the circumstances, in consultation with ex. com.