

Constitution

**of the International Students` Union
at the University of Bergen (ISU UiB)**

Last changed: 4th Feb. 2009

Definitions

- 1.1** “University” and “UiB” refers to the University of Bergen (Universitetet I Bergen) in Bergen, Norway.
- 1.2** “NSU” refers to the Norwegian Student Union.
- 1.3** “ISU UiB” refers to the International Students` Union at UiB.
- 1.4** “International Student” refers to any international student that is part of the UiB student body, including undergraduate, graduate, post-graduate students. „Member“ refers to any International Student and student who fulfills the requirements of 5.3.
- 1.5** “General Assembly” and “GA” refer to the General Assembly of International Students at UiB.
- 1.6** “Board” refers to the Members of the board of ISU UiB.

Name of the organization

- 1.7** The name of the organization is “The International Students` Union at UiB”, abbreviated to “ISU UiB”.

Description

- 1.8** ISU UiB is a branch of ISU Norway, an independent, democratic, non-profit, non-religious, non-partisan, student-run organization that is committed to the interests of all international students studying in Bergen at institutions of higher education.
- 1.9** ISU UiB embraces diversity and welcomes all students, both International and Norwegian, to its activities and proceedings. ISU UiB 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.
- 1.10** ISU UiB strives to represent the voice of the International Students in all aspects of their academic and social life.

Purpose and objectives

The purpose and objectives of ISU UiB are:

- 1.11** To ensure that the human and academic rights and interests of all International Students are suitably represented and protected
- 1.12** To ensure the integration of all international UiB students

- 1.13** To maintain the social welfare of the International Students by fostering a sense of community
- 1.14** To promote relations between the International Students and both local and national student organizations in Norway.
- 1.15** To oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the achievement of these purposes.

Membership

- 1.16** Any International Student who has a student ID number and a valid semester card at UiB is automatically a Member of ISU UiB.
- 1.17** A Member of ISU UiB meets at least one of the following criteria:
- Any student not holding a Norwegian passport
 - Any student holding a dual passport, or
 - Any student with at least one non-Norwegian parent, who wishes to be considered an International Student
- 1.18** Any student who does not meet the requirements as stated in 5.2 and wants to become a Member of ISU UiB can do this by delivering a written application to the Board explaining why he/she wants to join the ISU. His/her application will be assessed by the Executive Board. If being approved, the student gets the same rights as International Students, including voting rights.

The General Assembly

- 1.19** The General Assembly convenes at least twice per academic year. The first General Assembly of the current year is held during the beginning of February and the second in the beginning of September.
- 1.20** The incumbent Board appoints two International Students to run the first General Assembly of the following academic year in cooperation with the NSU International Officer.
- 1.21** The purpose of the Gneral 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.
- 1.22** Every Member present at the General Assembly has the right to vote.
- 1.23** There is no minimum of attending International Students to hold a General Assembly.

The Board

1.24 The Board of ISU UiB consists of minimum three members, elected annually by the General Assembly in February and September. The positions are:

- President
- General Secretary
- Financial Secretary

1.25 Optional positions for the Board of ISU UiB are:

- Vice-President
- Public Relations Secretary
- Social Secretary
- Social Commmittee Members
- IT/ Webmaster
- UiB parliament member

Roles and responsibilities of the Board

1.26 General responsibilities:

Board members shall:

- Fulfil their individual responsibilities as detailed under 8.2
- Consider the needs and priorities of all students at UiB
- Be involved in decision-making processes that pertain to all International Students at UiB
- Maintain strong relationships to other student organisations
- Cooperate with other student and community groups, such as associations, societies, clubs and cultural groups, where deemed appropriate by the Board
- Attend board meetings unless extenuating circumstances arise.

1.27 Individual responsibilities:

1.27.1 The President

- Facilitates Board meetings
- Represents ISU at various forums
- Is a member of the ISU National Assembly
- Participates in the UiB Student Parliament as an observer
- Is a member of the Committee for Inclusion Funds at UiB
- Communicates with NSU and the UiB administration on issues of student concern
- Is responsible for writing regular activity reports to local and national bodies
- Endores financial decisions
- Is one of the two signatories for all ISU UiB bank accounts
- Sign off on minutes
- Is responsible for accurate hand-over of financial and activity reports to the upcoming Board

It is highly recommended that the President should be a person who intends to hold his position for at least 2 semesters.

1.27.2 The General Secretary

- Notifies the Board of scheduled meetings
- Prepares agendas for meeting in liaison with the President
- Takes thorough minutes during each Board meeting
- Prepares and distributes those minutes to all Board members
- Assists the President in writing reports
- Keeps all written reports

1.27.3 The Financial Secretary

- Is responsible for finances including all ISU UiB bank accounts
- Is one of the two signatories for all ISU UiB bank accounts
- Is responsible for the transfer of all ISU UiB bank accounts to the upcoming Board in cooperation with the Vice-president
- Prepares budgets and financial reports for various activities
- Manages receipts and return records
- Advises the President on financial matters
- Assists the Vice-president with the initiation of fundraising activities and – events

1.27.4 The Vice-president

- Assists the President in his or her duties when delegated by the President
- Is responsible for fundraising activities and –events
- Replaces the President in his or her absence
- Is responsible for the transfer of all ISU UiB bank accounts to the upcoming Board in cooperation with the Financial Secretary

1.27.5 Responsibilities of board consists of only three Members

If the board of ISU UiB consists of only three Members then either the General Secretary or the Financial Secretary is voted to overtake the position and responsibilities of the Vice-president, too.

1.27.6 Optional positions – The PR Secretary

- Maintains and updates the ISU UiB website with current information regarding upcoming events, social welfare, health concerns, and any other pertinent information for International Students
- Strives to improve the quality of the ISU UiB website to the best of his or her ability
- Cooperates with other Board members to prepare and publish articles about ISU activities in University publications
- Cooperates with the Social Secretary to inform the International Students about regular and upcoming social, recreational and sporting activities

1.27.7 The Social Secretary

- Initiates activities to promote the social welfare of the International Students, such as social, recreational and sporting activities
- Works with the three Social Committee Members to organize the activities mentioned above
- Monitors the social life at UiB and works with the PR Secretary to inform the International Students about regular and upcoming events and activities at the University
- Liaises with other student and community groups in order to initiate and organize joint events and activities as deemed appropriate by the Board
- Writes social activity reports when asked by the President

1.27.8 The Social Committee Members

- Cooperate with the Social Secretary in organizing social, recreational and sporting activities for International Students
- Cooperate with the Social Secretary in monitoring social life at UiB and informing the International Students about regular and upcoming events and activities
- Cooperate with other student and community groups during joint events and activities
- Improve student-wide awareness of ISU UiB's activities

1.27.9 The IT/Webmaster

- Is responsible of maintaining and updating the ISU UiB website
- Works together with the PR Secretary, Social Secretary and the Social Committee Members

1.27.10 UiB parliament member

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Elections of the Board members

1.28 Elections of the Board members take place during the first General Assembly of each academic year, held in February and September

1.29 Every member of the ISU UiB has the right to run for any position or nominate any other member of the ISU UiB for any position in the Board. Nominations are made during the GA, prior to the start of the voting period. The voting period starts as soon as nominations are closed.

1.30 The Board members are elected by secret vote.

1.31 Every International Students present at the General Assembly has one vote per position per round.

1.32 Each Board member is elected into office by a 50%-plus-1-member majority in the General Assembly. 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 onne candidate receives the required 50%-plus-1-member majority.

Terms of office

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

Event of a vacancy

1.34 In the event of a vacancy in the Board, an ad-hoc General Assembly is to be called to elect a new candidate into the position.

1.35 The election of the new Board member follows the regulations in Section 9, except for 9.1.

Removal of a Board member

1.36 Any Board member may be removed from office for failure to fulfil his or her roles and responsibilities as laid out in Section 8.

1.37 Any Member of ISU UiB has the right to file removal proceedings against any other Board member.

1.38 The procedure for the removal of a Board member is as follows:

- A formal written request to remove the Board member in question and to call an ad hoc General Assembly is to be submitted to the Board, stating the grounds for the removal, no later than 14 days before the hearing.

- A written copy of the request, together with a written notification of the date, time and place of the ad hoc General Assembly, is to be given to the Board member in question no later than 14 days before the General Assembly.
- The Board member in question has the right to respond to the request in front of the General Assembly.
- Removal will be by a vote at the end of the ad hoc General Assembly. A 50%-plus-1-member majority in the Board is necessary to remove a Board member.

Board meetings

1.39 The Board meets regularly.

1.40 All Board members have the right to vote.

1.41 The NSU International Officer is welcome at all Board meetings. He or she is notified of all upcoming Board meetings and is provided with the minutes after each Board meeting. The NSU International Officer does not have a right to vote. He or she is to present to the Board any Student Parliament case papers before each meeting of the Student Parliament.

1.42 Emergency meetings may be called by any Board member no later than 24 hours in advance of the emergency meeting.

1.43 In order to make decisions by vote, five of nine Board members must be present at the meeting. A 50%-plus-1-member majority is required to pass a motion.

Compliance with the ISU National Constitution

1.44 This constitution complies fully with the governing principles, rules and regulation of the ISU National Constitution.

Ratification

1.45 This constitution will come into effect when accepted by a two-thirds majority in the General Assembly.

Amendments

1.46 This constitution can be amended by a two-third majority in the General Assembly.

1.47 All amendments shall take effect following the vote.

Dissolution of ISU UiB

1.48 Dissolution of ISU UiB is possible if all International Students are present at the General Assembly and unanimously decide to dissolve ISU UiB. All property and resources will be returned to their origin.