

Constitution

The International Students' Union
in Stavanger, Norway

University of Stavanger, Norway
2005

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Letters of Introduction from the Architects of the Constitution

March 2004

In February 2004 the present executive of The International Students' Union (ISU) of the Stavanger University College felt the need to establish a new constitution for ISU as the only constitution available was the Constitution of the International Students' Union (ISU) of Tromsø. The main purpose was to achieve a document which will give ISU the means to challenge the demands of a varying international student society.

The following people were commissioned to work on the new ISU constitution:

- Tito Bolaños (Colombia, ISU President, Spring 2004)
- Toff Vincent (Nigeria, ISU Vice-President, Spring 2004)
- Emmanuel Mbonu (Nigeria, ISU Secretary General, Spring 2004)

Work on the Constitution started in late February 2004. The first draft of the Constitution was distributed to the Executive members of ISU for discussion on 8th of March 2004. A discussion took place at an Executive meeting on 8th of March 2004 in order to finalize the Constitution. A list of amendments was embedded into the Constitution. The incoming comments were embedded into the Constitution. A final draft was sent to all members with known email addresses in order to give insight into this document on 10th of March 2004.

February 2005

Building upon the groundbreaking work of Tito Bolaños, Toff Vincent, and Emmanuel Mbonu, the ISU Constitution underwent a series of improvements and refinements in the first two months of 2005. Stemming from constructive commentary, criticism, and concern

from students within the organization, the new language of the Constitution comes to you, the reader, after careful consideration and thoughtful deliberation.

The document you find before you represents more than binding regulations and code; it is a roadmap for helping to make the ISU a more central, vital, and useful vehicle for international students at the University of Stavanger. The new Government has been significantly enlarged over its predecessor and heavily redesigned, for the dual purposes of increasing input and participation, but also to more clearly specify the roles, responsibilities, and objectives of each officer serving on the ISU Government.

But a Constitution and a Government go only as far as the present leadership; employ and challenge yourself to help ISU grow as an organization and widen its scope in serving the international student community.

The present Constitution was ratified by a General Assembly held on the 5th of February 2005. Although many thanks are in order for the realisation of this present document, a special thank you is due to the present ISU Government for their foresight and willingness to embrace change, in particular Tayo Moshood of Nigeria who proved a champion for unity in time of transformation. Our deep gratitude goes to Joshua H. Juel, the Constitution's principle author and architect, who hails from Duluth, Minnesota in the USA, and to Univan Ahn of DPR Korea, who generously provided his computer expertise in crafting the final version of this manuscript.

Article 1

The International Students' Union

- 1.1 The organization to which this Constitution refers is known as The International Students' Union of the University of Stavanger referred to hereafter as "ISU"
- 1.2 ISU is an independent, democratic, non-profit, non-partisan student-run organization that is committed to the interests of all international students at the University of Stavanger.
- 1.3 ISU embraces diversity and welcomes all students to its activities and proceedings. ISU does not discriminate on the basis of race, religion, creed, gender, political or sexual orientation, marital status, physical or mental disability, language fluency, or country of origin. Refer to Article 4.4.
- 1.4 The official language of ISU is English.
- 1.5 ISU is an autonomous part of the Student Board (*Studentstyret*) of the University of Stavanger (StOr) and the Norwegian Students' Union (Norsk Student Union), hereafter referred to as "NSU".

Article 2

Objectives

- 2.1 The ISU represents the interests and matters concerning the general welfare of international students at the University of Stavanger and all others meeting the qualifications for membership in this organization. The ISU will strive to serve as a bridge between the University administration, International Office, Student Board (StOr), the Norwegian student body, and the membership.
- 2.2 The ISU shall serve to forward unity and foster positive relations among the membership
- 2.3 The ISU shall serve to forward unity and foster positive relations between the membership and the local Norwegian community, on and off campus.
- 2.4 The ISU shall keep the lines of communication open with organizations of similar or compatible objectives and shall aid, assist, or collaborate where deemed necessary or appropriate.
- 2.5 ISU will cooperate with the Student Board (StOr) of the University of Stavanger to further common objectives.
- 2.6 ISU, where deemed necessary or appropriate, shall aid, assist, collaborate, or participate in actions, activities, or events that advance ISU as an organization, improve the quality of life of international students, or are in keeping with the bylaws or intentions of the Constitution.
- 2.7 The ISU, the ISU Government, or any of its representatives, shall not act in a manner contrary to the best interests of the University of Stavanger, its students, or the membership of this organization.

Article 3

Membership

- 3.1 Membership is open to students with a valid University of Stavanger ID and semester card, presently live in the Stavanger area, and who meet one of the following requirements:
 - 3.1.1 hold a valid international (non-Norwegian) passport
 - 3.1.2 hold two (2) valid passports or hold dual-citizenship
 - 3.1.3 have formally informed both the ISU and NSU that they would like to become a member of the ISU.
- 3.2 All non-Norwegian students studying at the University of Stavanger are automatically registered as members of ISU.

Article 4

Privileges

- 4.1 All members shall be entitled to participation in the ISU General Assembly (GA).
 - 4.1.1 A General Assembly shall be a well-publicized and inclusive. A minimum of ten (10) percent attendance of membership is required before the Assembly may be called to order. Refer to Article 8.7.
- 4.2 All members have the right to vote at the General Assembly. All members shall be entitled and welcomed to participate in all activities organised by ISU.
- 4.3 The ISU will strive to make all of its events, meetings, and activities as well-publicized, inclusive, and welcoming as feasibly possible.
- 4.4 The ISU will strictly not tolerate nor encourage any form of discrimination on or off campus. Refer to Article 1.3.
- 4.5 The ISU Government has the right to ban members from activities, for due cause, for a period of up to four (4) weeks. In extreme cases, in particular acute violation(s) of Article 4.4, a member have their rights under Article 10.2 revoked, and may be banned indefinitely from the activities and proceedings of ISU.
- 4.6 Any member levied with a loss of privileges shall be notified in writing and an official record submitted to the Secretary General. Members shall have the right to a fair appeal.

Article 5

Status of the Constitution

- 5.1 The Constitution shall be binding on the ISU Government, the General Assembly, and all members of the organization.
- 5.2 The ISU Government, the General Assembly, and the membership shall make every effort to abide by, faithfully interpret, and not misconstrue, obstruct, or contort the meaning of the Constitution.
- 5.3 The Constitution shall be made available to the membership. The Constitution shall be sent by email to all members at the beginning of each semester and shall be published on the website.
- 5.4 A reasonable number of copies of the Constitution shall be made available to the officers and the membership at all Government meetings and General Assemblies. Multiple copies of the Constitution shall be made available at all polling stations during an official election.
- 5.5 In the event an issue, measure, or decision is found to be outside of the scope of the language of the Constitution, the General Assembly may with a two-thirds (2/3) majority vote, approve the issue, measure, or decision, provided it does not go against the fundamentals of the ISU as an organization, or the overarching regulations and intent of the Constitution.
- 5.6 Issues, measures, or decisions found to be strictly contrary to the language or intent of the Constitution, shall require the formal amendment of the Constitution, which shall require a two-thirds (2/3) majority approval of the General Assembly.

Article 6

ISU General Assembly (GA)

- 6.1 The General Assembly is the primary decision-making body of ISU
- 6.2 There shall be at least one General Assembly per semester, the date determined at the discretion of ISU officers.
- 6.3 The membership shall be given a minimum of two (2) weeks notice prior to any General Assembly, with the exception of where extreme circumstances warrant a shorter period of notification.
- 6.4 The ISU Government shall make every reasonable effort, including the use of multiple means of communication, to inform the membership of an upcoming General Assembly.
- 6.5 Prior to the convening of the General Assembly, an agenda must be made available to the membership. The agenda shall be sent via email, posted on the ISU website, and be made available in print form from the ISU office.
- 6.6 Conduct and Procedures for the General Assembly are stated in Articles 7 and 8.

Article 7

Conduct of the General Assembly (GA)

- 7.1 The GA shall be opened by the President. The ISU President shall, subject to the approval of the GA, chair the GA.
- 7.2 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.
- 7.3 Speakers shall adhere to the matter presently under discussion
- 7.4 The Chairperson shall have the right to limit debate or dialogue to a reasonable period of time and has the exclusive right to restrict the speaking privileges of those who disrupt or obstruct the proceedings.
- 7.5 The Chairperson shall ensure that the agenda of the GA is followed in an efficient, timely manner.
- 7.6 Topics to be discussed during the scheduled spring and autumn General Assembly will include reports from the Government about activities performed, the ISU financial report, and the election of a new Government. Other reasonable topics shall be included on request.
- 7.7 An additional General Assembly may be called under extraordinary circumstances by the Government or any member who submits a petition with the signatures of at least ten (10) percent of the membership.

Article 8

General Assembly Voting Procedures

- 8.1 Prior to any vote, the chairperson shall provide a reasonable period of time for debate and discussion of all proposals, measures, and suggestions put forth by the Government and membership. Each member of the Assembly shall be given at least one opportunity to speak per measure.
- 8.2 All proposals, measures, or suggestions may be put forward for a vote, either at the direction of the chairperson or by mandate of the membership. To be approved, a simple majority (over fifty (50) percent), excluding abstentions, is required.
- 8.3 If there are more than two (2) choices put before a vote, and none of the choices receives more than fifty (50) percent of the votes, there shall be consecutive ballots in which the alternative receiving the least number votes of shall be eliminated.
- 8.4 Secret ballots shall be taken on request by any three (3) members of the GA. In all other cases voting shall be conducted by a show of hands. Secret ballots shall take place on ballot paper that is provided to each member upon presentation of a University of Stavanger identity card.
- 8.5 No interruptions shall be allowed during the vote or the count.
- 8.6 The Election Committee shall be responsible for counting of the votes and shall consist of three (3) persons appointed by the General Assembly. Refer to Article 10.3
 - 8.6.1 The Treasurer and Secretary General shall keep an official record of voting numbers and measures, which shall be verified and certified by the Election Committee.

- i. The Treasurer shall serve as the official keeper of election records, which shall include all election materials and documents used during voting and the official count.

8.7 For an election or other vote to be deemed valid, a minimum of ten (10) percent of the ISU membership must be present at the Genreal Assembly.

Article 9

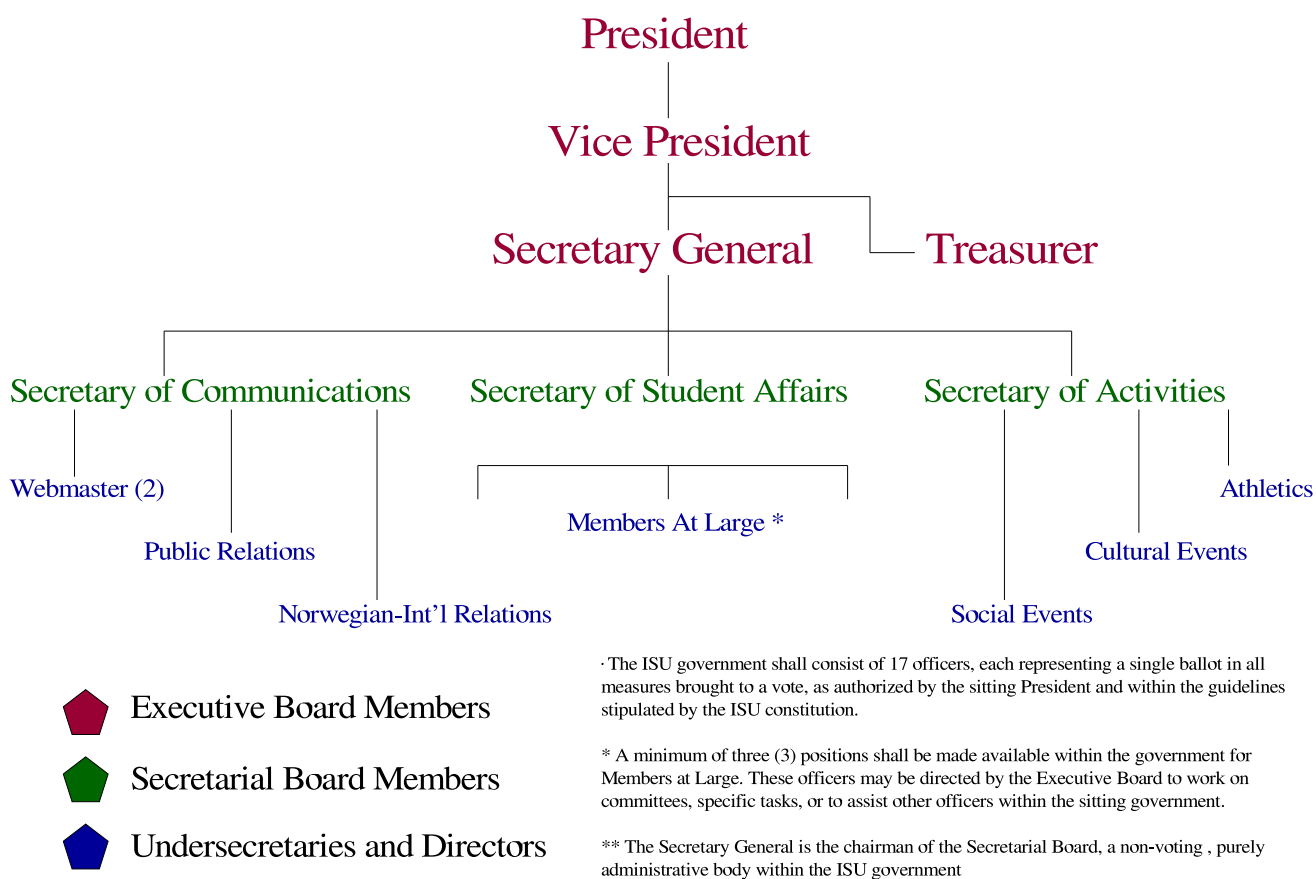
The ISU Government

- 9.1 The Government shall be elected at the General Assembly. Election rules and regulations are listed in Articles 8 and 10.
- 9.2 The Government shall be organized according to the organogram 9.1 and shall consist of seventeen (17) officers which include:
 - 9.2.1 The Executive Board: President, Vice President, Secretary General, and Treasurer
 - 9.2.2 Secretarial Board: Secretary of Communication, Secretary of Student Affairs, and a Secretary of Activities
 - 9.2.3 Functional Officers: Undersecretary of Public Relations, Undersecretary of Norwegian-International Relations, Webmaster, Director of Athletics, Director of Social Events, and Director of Cultural Events
- 9.3 The President, Vice-President, Secretary General and Treasurer may not be of Norwegian origin.
- 9.4 Any additional International Coordinators, whether appointed by the University of Stavanger, General Assembly, International Office, *Studentstyret*, NSU or ISU, shall be non-voting members of the ISU Government.
- 9.5 The ISU Government shall manage the daily affairs of ISU.
- 9.6 The Term of Office of the Government shall be one semester, including that of the President.

9.7 There are no term limits. Incumbents are authorized to seek re-election or campaign for any other position open in the Government as stipulated in the bylaws of the Constitution.

9.8 Not precluding or limiting other articles or powers vested in the Constitution, the specific obligations of each Government officer are stated in Articles 13 through 26.

9.9 Organogram of the ISU Government



Compiled and Created By: Joshua H. Juel (USA)

Figure 9.1: Organogram of the ISU of the University of Stavanger

Article 10

Election of the Government

- 10.1 The Government is elected by the General Assembly at the beginning of each semester.
- 10.2 All members of ISU are entitled to vote. Refer to Article 4.5.
- 10.3 An Election Committee consisting of three (3) persons shall be elected by the General Assembly. The Election Committee shall be responsible for the conduct of the election. Refer to Article 8.6.
- 10.4 Any member, indicating his willingness to take the post if elected, can be nominated for a Government position. Nominated candidates must either be present or have indicated their willingness to work in the Government in written form to the General Assembly.
- 10.5 All elections for Government officers shall be made by secret ballot.
- 10.6 Nominations for each post and voting on each post will be done separately in the following order: President, Vice President, Secretary General, Treasurer, Secretary of Communications, Secretary of Student Affairs, Secretary of Activities, Webmaster, Undersecretary of Public Relations, Undersecretary of Norwegian-International Relations, Director of Athletic Events, Director of Cultural Events, Director of Athletics, and Members at Large.
- 10.7 The election procedures may be altered, pending approval of the General Assembly. The General Assembly may delegate either the Election Committee or the Executive Board to alter the election rules provided doing so will significantly increase voter participation, fairness, and/or safeguard against the intentional or unintentional ex-

clusion of members of the international student body. Article 10.7 shall not preclude Articles 10.1 or 10.2.

10.8 The Treasurer shall serve as the official keep of election records, which shall include all election materials and documents used during voting and the official count, which shall be verified and certified by the Election Committee.

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

Article 11

Obligations and Conduct of the Government

- 11.1 It is the responsibility of every officer serving on the ISU Government to know, observe, and enforce the bylaws and the intentions of the Constitution.
- 11.2 Government officer shall consciously work to further the objectives of ISU and enhance the role this organization plays in the life of international students in Stavanger.
- 11.3 The ISU Government shall not act in a contrary manner to the best interests of the student body.
- 11.4 Meetings shall be open to all ISU members. Refer to Article 4.5.
- 11.5 On matters of significant consequence to international students, the Government shall strive to best represent, debate, and discuss differing perspectives before presenting a matter to vote.
- 11.6 ISU Officers are responsible for keeping and maintaining the ISU office and informing members when they may be contacted at the ISU office on a regular basis.
- 11.7 ISU Officers are required to attend Government meetings. In case of absence, officers are required to inform the President beforehand.
- 11.8 Under one or more of the following circumstances, ISU Government members can be removed from their position following a two-thirds (2/3) majority vote of no-confidence during an official ISU Government meeting:

- 11.8.1 Economic fraud. All cases of economic fraud will be directly reported to the University administration and to the police
 - 11.8.2 Actions contrary to the interests of ISU
 - 11.8.3 Government officers deemed incompetent or negligent in their duties
 - 11.8.4 Government officers absent, without reasonable cause, from more than two (2) meetings per semester
- 11.9 If a Government position becomes vacant after the removal or resignation of an officer, the Government may appoint a member for this position. Notice shall be given to all members after the appointment.

Article 12

Government Voting Procedures

- 12.1 Matters brought to a vote before the Government shall be decided by a simple majority.
- 12.2 Each of the seventeen (17) members of the Government is entitled to one (1) vote.
- 12.3 Per the discretion of the membership, voting may take place either by a show of hands or by secret ballot.
- 12.4 Two-thirds (2/3) of voting officers must be present for a vote to be deemed valid and certified in the Meeting Minutes.
- 12.5 A vote shall be deemed invalid if organized outside of an official Government session, or any Government session purposefully scheduled for the intentional exclusion of a voting member or those seeking to present a well-represented point of view.
- 12.5.1 Under special circumstances, Articles 12.4 and 12.5 may be overruled by a universal (4/4) mandate by the Executive Board, which shall be defined as the: President, Vice President, Secretary General, and Treasurer per Article 9.4. Each Executive Board officer shall be entitled to one (1) vote, each also representing a complete veto.
- 12.6 All cases of a tie in a Government vote shall be brought to a second period of short debate and a second vote. In the event of a second tie, the issue will be brought before the Executive Board who may approve the matter with a three-quarters (3/4) vote, provided all four Executive Board officers are present. Motions or matters not meeting one of the aforementioned requirements shall be deemed null and void.

- 12.7 Prior to any vote, the chairperson shall provide a reasonable period of time for debate and discussion of all proposals, measures, and suggestions put forth by the Government and membership. Each officer and member shall be given at least one opportunity to speak per measure.
- 12.8 To prevent endless debate and filibustering, the chairperson shall encourage matters to be brought to a final vote or tabled (delayed) to the next scheduled meeting.
- 12.9 While it is the responsibility of the chairperson to move matters efficiently to vote, the chairperson does not reserve the right to stifle debate or discussion that may be deemed to be moving the matter forward.
- 12.10 In the event the chairperson seeks to close debate but a significant number of voting officers seek to keep the discussion open, a two-thirds (2/3) majority is required, however only a simple majority is required to table (delay) the measure to the next scheduled meeting.
- 12.11 To prevent endless debate and filibustering, the chairperson shall encourage matters to be brought to a final vote or tabled (delayed) to the next scheduled meeting.
- 12.12 The membership may mandate a vote at any time provided:
- 12.12.1 There is a two-thirds (2/3) majority vote from the membership
 - 12.12.2 Or there is a three-quarters (3/4) majority vote from the Executive Board

Article 13

Obligations of the President

- 13.1 The President shall be responsible for representation of ISU in the Student Board of the University Of Stavanger and shall act as a sentry to the present strengths of the organization while acting as a visionary, creating new goals, objectives, ideals.
- 13.2 Act as representative of, and prominent spokesperson for, the ISU to the University of Stavanger, local authorities, and at meetings of the national ISU.
- 13.3 In representing the ISU, the President shall make a reasonable effort to attend as many ISU-sanctioned or sponsored events as reasonably feasible.
- 13.4 Ensure that the ISU remains an organization of the membership and not of one person or a select group of individuals.
 - 13.4.1 Clearly delegate responsibilities, tasks, and duties.
 - 13.4.2 This shall include keeping all Government officers well-informed of external communications to the Executive Board and including the Government on all decision-making processes that do not require immediate, unilateral approval, such as in the case of an emergency.
 - 13.4.3 Operate the Executive Board as a collegial team where practicable, assisting other officers in ensuring that the goals, objectives, and intentions of the ISU are acted upon and fulfilled in a reasonable period of time.
 - 13.4.4 Where practicable, personally verify that goals, tasks, duties, and agreements are carried out in full and to the intention originally specified or agreed upon.
- 13.5 The President shall be responsible for scheduling, managing, and leading weekly Government meetings during the academic year.

- 13.5.1 The President is required to present a written agenda to the officers of the Executive Board one (1) day prior to either a General Assembly or working Government session.
- 13.5.2 It is the duty of the President (and/or appointed delegate) to ensure that every effort is made to work through the week's agenda and accommodate guest speakers in a set period of time.
- 13.6 Act as leader and chairperson during the General Assembly and working Government sessions.
 - 13.6.1 The President shall be acquainted with Parliamentary procedure and possess meeting management skills.
- 13.7 The President reserves the right to delegate the duties of the chairperson, for example to a person well-versed in Parliamentary Procedure and meeting management, at his or her discretion.
- 13.8 It is the responsibility of the President (and/or appointed delegate) to encourage debate and discussion, but also to bring issues to a vote or have them tabled for further discussion at a future meeting.

Article 14

Obligations of the Vice President

- 14.1 Assist the President in all Executive duties and in all tasks as delegated by the President
- 14.2 Assist the President, Secretary General and Treasurer in all meetings, ensuring that speakers respect the rules of debate and discourse, and that the discussion continues to move forward in an efficient manner.
- 14.3 The Vice President shall serve as integral part of the Executive Board, assisting other officers in ensuring that the goals, objectives, and intentions of the ISU are acted upon and fulfilled in a reasonable period of time.
- 14.4 Serve as monitor, researcher, and source of creative inspiration in terms of continually introducing new ideas, programs, events, and possibilities to members of the Government in the ISU.
- 14.5 Function as President in the absence of the President. In this case the Vice President will receive all rights and duties of the President.
- 14.6 At the outset of each semester, provide new students with information about ISU and ISU activities.
- 14.7 Serve as an ambassador of ISU, promoting the organization at a personal level across campus and in the community.
- 14.8 Attend as many ISU-sanctioned or sponsored events as reasonably feasible.
- 14.9 Represent ISU at meetings of the National ISU.

14.10 The Vice President reports directly to the President.

Article 15

Obligations of the Secretary General

- 15.1 Assist the President, Vice President, and Treasurer in their duties on the Executive Board.
- 15.2 The Secretary General shall serve as integral part of the Executive Board, assisting other officers in ensuring that the goals, objectives, and intentions of the ISU are acted upon and fulfilled in a reasonable period of time.
- 15.3 Manage the Secretarial Board which shall include:
 - 15.3.1 Holding monthly Secretarial Board meeting with all secretaries where the smaller, management-oriented details of ISU initiatives are discussed and fine-tuned.
 - 15.3.2 Posting a formal report of all meetings that will be reviewed by the Executive Board.
 - 15.3.3 The Secretarial Board shall be chaired by the Secretary General, but shall have no voting or other powers that may in any way preclude, obstruct, or limit those powers vested in official meetings of the General Assembly, the ISU government or the Executive Board.
- 15.4 Take minutes at all meetings and present a copy to the Executive for reviewal at the next scheduled meeting.
- 15.5 Keep a permanent record of past meeting minutes.
- 15.6 Maintain an updated list of all ISU members.
- 15.7 The Secretary General reports directly to the Vice President, with the exception of those of those matters that should be directly reported to the President.

Article 16

Obligations of the Treasurer

- 16.1 Maintain, control, and report on the finances of ISU.
- 16.2 Develop fund raising activities for each semester.
- 16.3 Have budget figures available for each meeting of the Executive Board, ISU Government.
 - 16.3.1 A formal presentation of the budget and treasury concerns shall be presented at the General Assembly.
- 16.4 Write a comprehensive report that shall be submitted to the Government at the conclusion of every semester.
- 16.5 Per Article 8.6.1, the Treasurer shall keep an official record of voting numbers and measures during a General Assembly, which shall be verified and certified by the Election Committee.
- 16.6 The Treasurer shall serve as the official keeper of election records, which shall include all election materials and documents used during voting and the official count.
- 16.7 The Treasurer shall serve as integral part of the Executive Board, assisting other officers in ensuring that the goals, objectives, and intentions of the ISU are acted upon and fulfilled in a reasonable period of time.
- 16.8 The Treasurer reports directly to the Vice President, with the exception of those of those matters that should be directly reported to the President.

Article 17

Obligations of the Secretary of Communications

- 17.1 Manage all communications within ISU and authorize all official outgoing communications, within the limitation of those documents necessitating approval by the President or Executive Board, or those documents sent directly by the Executive Board or Webmaster.
- 17.2 It is the duty of the Secretary of Communications to encourage prompt, efficient, and effective communications within ISU as a whole and within the ISU Government.
- 17.2.1 Together with the Webmaster, maintain an updated email list of all members, relevant persons at the University of Stavanger and at ISU-Norway.
- 17.2.2 The Secretary of Communications shall keep an updated telephone directory of all ISU Government members and those relevant to ISU.
- 17.2.3 The Secretary of Communications shall manage the general email account of ISU and forward email to the appropriate officer(s).
- 17.3 It is the duty of the Secretary of Communications to ensure the ISU is actively promoted through a timely and relevant website in addition to more traditional means of public relations.
- 17.4 It is the duty of the Secretary of Communications to ensure that communications are kept open with ISU-Norway and with other relevant organizations and persons at the University of Stavanger.

- 17.5 It is the duty of the Secretary of Communications to meet regularly with the Webmaster, Undersecretary of Public Relations, and the Norwegian-International Relations Undersecretary to ensure that initiatives of the Executive Board, and those agreed upon formerly at authorized ISU meetings are acted upon and completed in a reasonable period of time.
- 17.6 Cooperate with the Treasurer in fund raising activities.
- 17.7 Promote ISU across the campus, student body and local community.
- 17.8 The Secretary of Communications reports directly to the Secretary General with the exception of those matters necessitating approval by officers higher in the organization.

Article 18

Obligations of the Secretary of Student Affairs

- 18.1 Be a first point of contact for students who have concerns about student life, academics, housing or other issues that pertain to their quality of life as a student at the University of Stavanger
- 18.2 Help direct students to faculty and staff members on campus in those cases that the ISU may be unable to directly assist the student.
- 18.3 Bring forward to the ISU Government concerns, ideas, or pleas for assistance that would require the ISU to directly petition the university, or a department thereof.
- 18.4 Introduce measures before the sitting government that may improve the quality of life of students on campus.
- 18.5 Hold office hours a minimum of one time per week
- 18.6 The Secretary of Student Affairs reports directly to the Secretary General with the exception of those matters that should be directly reported to officers higher in the organization.

Article 19

Obligations of the Secretary of Activities

- 19.1 Work actively to organize activities, both on and off campus that all international students may participate in.
- 19.2 Ensure that ISU-sanctioned activities are inclusive to the fullest extent feasible and in no way actively discriminate against or create divisions between students, either international or Norwegian.
- 19.3 Facilitate a wide-range of well-advertised activities each semester that include intramural sports, cultural events or trips, and a large number of social events that may include dances, dinner parties, and other venues where students may frequently interact.
- 19.4 Meet weekly with the Directors of Athletics, Cultural Events, and Social Events to ensure that initiatives are thoroughly pursued.
- 19.5 Work actively with the Secretary of Communications to promote events organized by ISU.
- 19.6 The Secretary of Student Activities reports directly to the Secretary General with the exception of those matters that should be directly reported to officers higher in the organization.

Article 20

Obligations of the Webmaster

- 20.1 Regularly update the ISU homepage.
- 20.2 Work to promote knowledge and usage of the ISU homepage.
- 20.3 Together with the Secretary of Communications, maintain an updated email list of all members, relevant persons at the University of Stavanger and at ISU-Norway.
- 20.4 The Webmaster shall distribute official ISU email accounts.
 - 20.4.1 A logbook will be maintained with all the account names. Upon the departure of an officer the password shall be logged, changed, and secured until a new officer is granted access to the account.
 - 20.4.2 The Webmaster shall immediately report all reports of account misuse to the Executive Board and the Secretary of Communications.
 - 20.4.3 For all events of probable cause, the President may authorize the temporary suspension of account access until the next scheduled Government meeting, upon which a formal decision shall be rendered.
- 20.5 The Webmaster reports directly to the Secretary of Communications with the exception of those matters that should be directly reported to officers higher in the organization.

Article 21

Obligations of the Undersecretary of Public Relations

- 21.1 Work to actively promote ISU on campus and in the local community.
- 21.2 Maintain working relationships with student publications and newspapers in the Rogaland area for the purpose of promoting the ISU and international life at the University of Stavanger to the fullest and most frequent extent as feasibly possible.
- 21.3 Work intensively with the Secretary of Communications to develop new methods of promoting ISU on campus and in the local community
- 21.4 Maintain and frequently update the ISU bulletin board in the Main Building.
- 21.5 Cooperate with the Treasurer in fund raising activities
- 21.6 The Undersecretary of Public Relations reports directly to the Secretary of Communications with the exception of those matters that should be directly reported to officers higher in the organization.

Article 22

Obligations of the Undersecretary of Norwegian-Int'l Relations

- 22.1 Assist the Government in all matters with his/her special knowledge about Norway and the University of Stavanger, which shall include being competent in spoken Norwegian.
- 22.2 Serve as representative of the ISU on the Norwegian Student Board and report in writing all proceedings that pertain to the ISU or may be of interest to international students.
- 22.3 Must be competent in spoken Norwegian
- 22.4 As international students can often feel isolated from their Norwegian counterparts, it is the duty of this secretary to coordinate programs and events where international and Norwegian students can interact on a frequent basis.
- 22.5 Host one event per semester where international students are given the opportunity to share their culture or stories about their home countries to a large audience on the University of Stavanger campus.
- 22.6 Ensure that there is no intentional discrimination toward international students on campus based upon their race, creed, sexual orientation, personal abilities, language level, and so forth.
- 22.7 All alleged cases of discrimination shall be immediately reported to the Secretary of Communications, Secretary of Student Affairs, and the Executive Board.

22.8 Flagrant cases of discrimination shall be directly reported to the International Office, and, if applicable, the student's academic department.

22.9 The Undersecretary of Norwegian-International Relations reports directly to the Secretary of Communications with the exception of those matters that should be directly reported to officers higher in the organization or fall under Article 22.8.

Article 23

Obligations of the Director of Athletics

- 23.1 Work each semester to organize a significant number of widely-advertised intramural sports and/or athletic tournaments open to international students.
- 23.2 Those athletic events open to Norwegian students in addition to international students should be strictly coordinated with the Norwegian-International Relations Undersecretary.
- 23.3 Maintain frequent contact and work together with the officers of STIL.
- 23.4 The ISU Athletics Organization stands apart and independent from STIL with the exception of the use of facilities and equipment.
- 23.5 The Director of Athletics reports directly to the Secretary of Activities with the exception of those matters that should be directly reported to officers higher in the organization.

Article 24

Obligations of the Director of Social Events

- 24.1 Work each semester to host a number of activities each month for international students, including, but not limited to, dances, dinners, and other forms of social gatherings.
- 24.2 The Director of Social Events will work actively with the Secretary of Communications to promote upcoming events, however this position also requires the director to do his or her own salesmanship.
- 24.3 Is highly accountable in terms of organizing a large menu of interesting and diverse events for students and to some degree is also accountable for ongoing participation and attendance.
- 24.4 The Director of Social Events reports directly to the Secretary of Activities with the exception of those matters that should be directly reported to officers higher in the organization.

Article 25

Obligations of the Director of Cultural Events

- 25.1 Work to schedule events such as lectures, trips to museums, or sightseeing around Rogaland County each semester.
- 25.2 Work actively with the Secretary of Communications to promote cultural events for international students and work with the Undersecretary of Norwegian-International Relations to develop and promote cross-cultural events on campus.
- 25.3 The Director of Cultural Events reports directly to the Secretary of Activities with the exception of those matters that should be directly reported to officers higher in the organization.

Article 26

Obligations of the Members At Large

- 26.1 Members at Large are elected at the General Assembly for no specific office, but they may be expected to be assigned to various committees, tasks, or to work with other officers as directed by the Executive Board
- 26.2 Members at Large report directly to the Vice President with the exception of specific duties that would lead them to work with or under another Government officer