

CONSTITUTION OF INTERNATIONAL STUDENTS' UNION  
AT OSLO UNIVERSITY COLLEGE, NORWAY



Constitution of International Student Union at Oslo University College, corrected and updated  
in the General Assembly on the 10th of February, 2011

**Preamble**

We, the International Students' Union of Oslo University College, in our quest to promote and protect the social and academic welfare needs of all students, do hereby establish this Constitution as our highest legal document. In case of any variance in interpretation, the National constitution shall take pre-eminence.

**Section 1**

*Definition*

1.1 The name of this organization is International Students' Union of Høgskolen i Oslo/Oslo University College (ISU HiO/ISU at OUC).

1.2 ISU at OUC is an independent, autonomous, democratic, non-religious, non-racial, non-profit, non-partisan student organization committed to the interests of all international students at the Oslo University College.

1.3 ISU at OUC embraces diversity and welcomes all students, both International and Norwegians to its activities. ISU at OUC does not discriminate on the basis of ethnic, religion, creed, gender, political or sexual orientation, marital status, physical or mental ability, language proficiency, nationality or country of origin.

1.4 The official language of ISU at OUC is English.

1.5 ISU at OUC is one of the local branches of The International Students' Union of Norway, to which its reports and maintain continuous contact.

## **Section 2**

### *Membership*

2.1 Any International Student who has a student ID number and a valid semester card at HiO is automatically a Member of ISU at OUC, regardless of age, nationality, race, or religious affiliation

2.2 A Member of ISU at OUC meets at least one of the following criteria:

2.2.1 Any student not holding a Norwegian passport

2.2.2 Any student holding a dual passport

2.2.3 Any student, with at least one non-Norwegian parent, who wishes to be considered as an International Student

2.3 Any student who does not meet the requirements as stated in 2.2 may be considered an Associate Member. An Associate Member has the same rights as a Member, excluding voting rights.

2.4 All members shall have the right to vote and be elected as ISU at OUC Executive Board members.

## **Section 3**

### *Objectives*

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

3.2 To maintain the social and academic welfare of international students at OUC by fostering a sense of community/solidarity.

3.3 To integrate all of OUC students by organizing and participating in different social, cultural and intellectual events.

3.4 To promote relations between the International Students and both local and national student organizations in Norway in order to further common objectives

3.5 To oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the social life and academic achievement of international students.

## **Section 4**

### *General Assembly*

4.1 The General Assembly is primarily responsible for the election of ISU at OUC Board members.

4.2 General Assemblies must take place at the beginning of each semester of the academic year.

4.3 The ISU at OUC Board-in-office must try to reach as many members as possible for the General Assembly. The General Assembly date should be scheduled in conjunction with the International Office, and in the knowledge of the Student Parliament and the ISU-Norway President.

- 4.4 All participants in the General Assembly shall have the right to speak.
- 4.5 Extraordinary General Assemblies may be called by Board Members.
- 4.6 The Board-in-office must warranty at least one nomination for the Presidency on every General Assembly.
- 4.7 Every International Student has the right to run for any position or nominate any other International Student for any position in the Board. Nominations are made during the General Assembly, prior to the start of the voting period. The voting period starts as soon as nominations are closed.
- 4.8 The elections shall be presided over by any neutral person nominated by the board and agreed upon by the General Assembly.

## **Sub-section 4.2**

### *Elections*

- 4.2.1 All and only the International Students present at the General Assembly have the right to vote, and it can be done just by one vote per position per round.
- 4.2.2 No interruptions shall be allowed during the voting or the counting of votes.
- 4.2.3 All elected positions shall be by simple majority vote.
- 4.2.4 Any member, indicating his or her willingness to take the post if elected, can be nominated for a Board position. Nominated candidates must either be present or have expressed their willingness to work in the Board at the General Assembly.
- 4.2.5 If a post remains vacant after elections the elected Board may appoint a member for this position at the first board meeting.
- 4.2.6 Board members can be removed from their position by a two-thirds majority vote in case of:
- 4.2.6.1 Economic frauds (which will be reported to the Police);
- 4.2.6.2 Actions contrary to the interests of ISU at OUC;
- 4.2.6.3 Failing to attend 3 Board meetings in a row for any reason except acute illness.
- 4.2.7 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.

## **Section 5**

### *The Board*

5.1 The Board is ISU at OUC's highest organ between the Bi-Annual General Assemblies. The Board shall consist of seven (8) elected members, viz: President, Vice President, General Secretary, Treasurer, Public Relations Officer, Political Affairs Officer, Student Welfare Officer, Programmes Officer and Two (2) Ex-Officio Members (One ESN Appointee and One Student Parliament Appointee). The Board shall work together with Political and Social Committees, who can be formed from any interested and active students throughout the semester. The Board shall be supported by active Support Team members who will volunteer for one semester during the General Assembly.

5.2 Elections of the eight Board members shall take place during Bi-annual General Assembly of each academic year having one Board member stay for two semesters to ensure the continuity.

5.3 In the case of the removal or resignation of the President and/or the Vice-President, Secretary shall carry on his or her duties until the next scheduled election.

5.4 By-elections shall be held during the second General Assembly to fill up any vacant positions

5.5 Board meetings shall be held once a week and a minimum of twice per month The Board meetings shall be open meetings for all interested students to attend.

5.6 The Board shall work in close collaboration with the International Office, ESN, Student Parliament and SAIH and any other relevant student organisations.

5.7 The Board may in addition set up ad hoc committees when these are needed.

## **Section 6**

### *General Responsibilities*

#### *Board members shall:*

6.1 Consider the needs and priorities of all students at HiO

6.2 Be involved in decision-making processes that pertain to all International Students at HiO

6.3 Maintain strong relationships amongst themselves

6.4 Cooperate with other student and community groups, such as associations, societies, clubs and cultural groups, where deemed appropriate by the Board

6.5 Endeavour to attend all board meetings, unless extenuating circumstances arise.

## **Sub-section 6.2**

### *Individual Responsibilities*

#### *6.2.1 The President*

6.2.1.1 Facilitates Board meetings and responsible for the day-to-day business

6.2.1.2 Represents ISU at various forums

6.2.1.3 Is a member of the ISU National Assembly

6.2.1.4 Communicates with Student Parliament and the HiO administration on issues of student concern

6.2.1.5 Is responsible for writing regular activity reports to local and national bodies

6.2.1.6 Endorses financial decisions for authenticity

6.2.1.7 Signs off on minutes of Board meetings

6.2.1.8 Is responsible for accurate hand-over of financial and activity reports to the next Board.

#### *6.2.2 The Vice-president*

6.2.2.1 Acts in supportive capacity to ease the workload of the President and represents the organization whenever necessary

6.2.2.2 Is responsible for fundraising activities and events

6.2.2.3 Replaces the President in his or her absence

6.2.3

*The General Secretary*

6.2.3.1 Notifies the Board of scheduled meetings

6.2.3.2 Prepares agendas for meetings in liaison with the President

6.2.3.3 Takes thorough minutes during each Board meeting

6.2.3.4 Prepares and distributes those minutes to all Board members

6.2.3.5 Assists the President in writing reports

6.2.3.6 Custodian of all ISU at OUC records.

6.2.4 *The Treasurer*

6.2.4.1 Is responsible for finances including all ISU at OUC bank accounts

6.2.4.2 Is one of the two signatories for all ISU at OUC bank accounts

6.2.4.3 Is responsible for the transfer of all ISU at OUC bank accounts to the next Board in collaboration with the President

6.2.4.4 Prepares budgets and financial reports for various activities

6.2.4.5 Manages receipts and returns records

6.2.4.6 Advises the President on financial matters

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

6.2.4.8 Generates a finance report for the General Assembly from the previous period and presents the budget for the next period publicly.

6.2.5 *The Public Relations Officer*

6.2.5.1 Maintains and updates the ISU HiO website with current information regarding upcoming events.

6.2.5.2 Strives to improve the quality of the ISU HiO website to the best of his or her ability

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

6.2.5.4 Co-operates with the Student Welfare Officer to inform the International Students about regular and upcoming social, recreational and sporting activities.

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

6.2.6 *The Student Welfare Officer*

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

6.2.6.2 Brings up matters regarding social welfare, health concerns, and any other pertinent information concerning International Students to the notice of the Board

6.2.6.3 Works with the Programmes Officer to organize the activities mentioned above

6.2.6.4 Monitors the social life at HiO and works with the PRO to inform International Students about regular and upcoming events and activities at the University

### 6.2.7 *The Programmes Officer*

- 6.2.7.1 Co-ordinates with the Student Welfare Officer in organizing social, recreational and sporting activities for International Students
- 6.2.7.2 Co-operates with other student and community organizations during joint events and activities
- 6.2.7.3 Improves student awareness of ISU at OUC activities by preparing articles for HiO publications in collaboration with the PRO
- 6.2.7.4 Prepares posters and fliers for publicity during special events
- 6.2.7.5 Organises transport and logistics during ISU excursions and other travel engagements.

### 6.2.8 *Political Relations Officer*

- 6.2.8.1 Works closely with Political Committee in raising awareness about cases politically important for international students locally and internationally.
- 6.2.8.2 In cooperation with Public Relations Officer creates campaigns and takes active political stand on behalf of international students.

### 6.2.9 *Political committee*

- 6.2.9.1 Can be formed during General Assembly or at any point in time
- 6.2.9.2 Works with student related political cases
- 6.2.9.3 Cooperates closely with Political Relations Officer

### 6.2.10 *Social Committee*

- 6.2.10.1 Can be formed during General Assembly or at any point in time
- 6.2.10.2 Works together organizing social events
- 6.2.10.3 Cooperates closely with Programs Officer

### 6.2.11 *The Two Ex-Officio Members*

- 6.2.11.1 Attend Board meetings at least once every semester
- 6.2.11.2 Update ISU regularly on ESN and Student Parliament activities, programmes and new developments
- 6.2.11.3 Act in advisory and oversight position to the Board on financial matters
- 6.2.11.4 Shall work in collaboration with the Board to initiate strategies of inclusion
- 6.2.11.5 Shall act as immediate link between ISU, ESN, Student Parliament and other such organizations.

## **Section 7**

### *Finance*

- 7.1 ISU at OUC shall operate a bank account with DnBnor, where all funds of ISU at OUC shall be kept.
- 7.2 Signatories to this account shall be the President and the Treasurer.
- 7.3 Any withdrawals must be countersigned by the International Office representative.
- 7.4 Annual financial report shall be published and delivered to Student Parliament, International Office and ISU National Secretariat after approval by the Board

### **Section 7.2**

#### *Sources of Funding*

- 7.2.1 ISU at OUC shall secure funding for its activities from such sources as: the International

Office, Student Parliament, the National Secretariat, SAIH, individual donations and applications to other funding organizations.

7.2.2 In the event that ISU at OUC stops its activity, the monetary balance on the bank account and equipment procured using the funds shall be returned to its rightful owners.

## **Section 8**

### **Amendments**

8.1 Any amendments to this Constitution shall be adopted and become effective by a two-thirds majority vote of members present at any given General Assembly.

### **Section 8.2**

#### *Dissolution*

8.2.1 ISU at OUC can only be dissolved by a two-thirds majority vote of members at a General Assembly where a significant number of members are present.

8.2.2 In the case of Dissolution of ISU at OUC all the possessions and capital shall be jointly administered by the International Office and Student Parliament.