

THE CONSTITUTION OF THE
INTERNATIONAL STUDENTS' UNION
OF HARSTAD UNIVERSITY COLLEGE (HIH)



History

The history of the ISU HiH begins when John Ganyo (Ghana, then President of the ISU Norway) and Kathrin Jathe (Germany, then International Office HiH) meet at a SIU seminar in Bodø on the 25th October in 2011. Shortly after the meeting John Ganyo contacted Kathrin Jathe and announced his wish to open a new ISU branch at Harstad University College. At HiH this wish was discussed and assessed with the head of the International Office Sigrid Ag, the president of the student parliament Elisabeth Aspevoll and the rector of HiH Bodil Olsvik. Everybody agreed that it would be a great opportunity for the students of HiH and so a meeting to draft the constitution was set up on the 28th November 2011 with John Ganyo, Mashhood Ahmed Sheikh (Vice President ISU Norway), Sigrid Ag and Kathrin Jathe, Bodil Olsvik, Kjetil Nilsen (HiH), Elisabeth Aspevoll, Tor Erling Nilsen (NSO), and interested students. After long productive hours in the meeting room and intensive advertising for the purpose of finding committed students, the constitution of ISU HiH was ready to be approved at the first General Assembly on the 29th November 2011, led by Mashhood Ahmed Sheikh and John Ganyo. It did not take long to approve and adapt the draft constitution and to elect the first set of Executive Board Members to start-up the ISU HiH for the soon starting new semester: Anja Jakobsen (Denmark, President), Alesya Melnichnikova (Russia, Vice-President), Yaa Darkoa Ofori-Darko (Ghana, Treasurer), Sissel Klaussen (Norway, Academic Affairs and Welfare Officer), Franziska Wentzlaff (Germany, Organizing Officer), Dash Fallah (Liberia, Organizing Officer), Evgenia Shinshinova (Russia, Organizing Officer). Soon followed the first successful ISU HiH event on the 21st February 2012, the "International Food Fest", where international students served food from their home countries to staff and students at HiH.

Main Provisions

The organization to which this Constitution refers is known as International Students' Union of Harstad University College (HiH) referred to hereafter as ISU HiH. ISU HiH is autonomous part of the International Students' Union in Norway. ISU HiH is an independent, democratic, non-religious, non-racial, non-profit student organization committed to the interests of all students at Harstad University College. The official language of ISU HiH is English.

ARTICLE 1: Membership

- 1.1 A member of ISU HiH is a student of HiH, with a student ID number and a valid semester card.
- 1.2 All members shall have the right to vote and to be elected as ISU Executive Board members.
- 1.3 All members shall be entitled to participate in the ISU General Assembly (see ARCTICLE 4) and all activities arranged by ISU HiH.
- 1.4 The ISU Executive Board (see ARCTICLE 5) has the right to ban members from activities for a period of up to 4 weeks. Further exclusion will be under the jurisdiction of the ISU General Assembly.

ARTICLE 2: Objectives

ISU HiH shall:

- 2.1 Represent the interests of all members in any possible way, including among them:

Statements and comments made by Harstad University College, matters concerning members in general (e.g. general welfare, social problems, language, accommodation, admission to the university and others).
- 2.2 Promote unity among members, socially, culturally and others.

- 2.3 Promote cultural exchange and interaction between international and domestic students.
- 2.4 Form and develop good relations between members and the community where they live and study.
- 2.5 Communicate with and assist other organizations of similar or compatible objectives.
- 2.6 Co-operate with the Student Parliament, the Student Welfare Organisation (SiHa), the International Office and other organizations of Harstad University College to further common objectives.
- 2.6 Organize and/or participate in different actions and functions that advance or are compatible with the above objectives, as desired.

ARTICLE 3: Organization

- 3.1 ISU HIH consists of Legislative authority – General Assembly and Executive authority – Executive Board.
- 3.2 The General Assembly is the primary decision-making body of ISU HiH. The General Assembly shall consist of all ISU HiH members.
- 3.3 The Executive Board is the party that enforces the decisions of the General Assembly.

The Executive Board shall consist of President, Vice-President, Treasurer, Academic Affairs and Welfare Officer, and up to three Organizing Officers.

ARTICLE 4: Legislative Authority (ISU General Assembly)

- 4.1 ISU General Assembly (referred to hereafter as GA) will carry out and approve changes in the Constitution of ISU HiH, determine working plans and elect the Executive Board.
- 4.2 The GA will be arranged at least once a semester when this is considered convenient (by the Executive Board) for the members.

An extraordinary GA may be called in the cases of:

- 4.2.1 Impeachment or resignation of the President
 - 4.2.2 Impeachment or resignation of the Vice-President
 - 4.2.3 The Executive Board demands it.
- 4.3 Notice will be sent to the all ISU HiH members at least one week before the GA. The second notice must be sent two days before the GA.
 - 4.4 An agenda must be available to all members at least one week before the GA.
 - 4.5 The GA shall be opened by the President. The Executive Board can appoint a chairperson who will be approved by the GA. GA will approve and follow the agenda.
 - 4.6 The Executive Board will present reports about activities performed and the ISU financial status. Other topics can be included on request.
 - 4.7 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.
 - 4.8 The chairperson has the right to remove the right to speak from any participant who disrupts or obstructs the proceeding of the GA.
 - 4.9 Speakers shall adhere to the matter being considered. The chairperson shall bring back to order any speaker failing to do this.

Voting Procedures during the General Assembly

- 4.10 Any ballot shall not be valid until at least 10 of the ISU HiH members with the voting right are present.
- 4.11 The variety of alternatives for discussion about a particular subject shall be put forward to the GA during the time allocated. A discussion will follow the suggestions made.
- 4.12 A vote shall be taken for the preferred option. Any option that receives at least 50%+1 of the votes (excluding abstentions) shall be considered chosen.
- 4.13 If there are more than 2 alternatives and none of the options receives at least 50%+1 of the votes, there shall be a consecutive ballot (according to ARTICLE 4.12) between the two alternatives which received most votes during the first ballot.
- 4.14 No interruptions shall be allowed during the vote or the count.
- 4.15 Secret ballots shall be taken on request by any 3 members of the GA with the right to vote.
- 4.16 At least two independent persons shall observe the holding of the vote and shall be responsible for counting of the votes.

Election of the Executive Board

- 4.17 Any member, indicating willingness or appointed by the Executive board (or by another member of the GA), can be nominated for a position of Executive Board member.

Nominated candidates must either be present or have indicated willingness to be members of the Executive Board in written form to the GA.

- 4.18 A maximum of two executive board positions can be taken by candidates of the same nationality (this condition can be waived in case there are no other candidates).

- 4.19 Elections of Executive Board members will follow the voting procedure and shall be taken on a secret ballot.
- 4.20 Nominations and elections of each position will be done separately in the following order: President, Vice-President, Treasurer, Academic Affairs and Welfare Officer, Organizing Officers.
- 4.21 If a position remains vacant after elections, the Executive Board may appoint a member for this position. Notice shall be given to all members after the appointment.

ARTICLE 5: Executive Authority (The Executive Board)

- 5.1 The Executive Board members shall be elected at the General Assembly once a semester (The President should be elected for one year, at the beginning of the fall semester.)
- 5.2 The Executive Board members shall strive to hold a meeting at least once a month.
- 5.3 The Quorum of the Executive Board meeting shall be 60% of the Executive Board members (at least 3 out of 5 Executive Board members).
- 5.4 The Executive Board meetings shall be open for all ISU members, but can be held closed (only Executive Board members) in special cases.
- 5.5 Executive Board members can be removed from position by a vote of simple majority during an Executive Board meeting in case of:
 - 5.5.1 Economic frauds (which will be reported to the police).
 - 5.5.2 Actions contrary to the interests of ISU.
 - 5.5.3 Failing to attend 2 consecutive Executive Board meetings without valid written reason submitted to the President.
- 5.6 If an Executive Board position becomes vacant after the removal or resignation of an Executive Board member, the Executive Board may

appoint a member for this position (Notice shall be given to all members after the appointment).

- 5.7 Whenever a person is voted for, during the Executive Board meetings, the ballot shall be secret.
- 5.8 Notice of Executive Board meeting shall be sent to Executive Board members at least five days beforehand or less in special cases.
- 5.9 An agenda for Executive Board meeting must be available at least five days beforehand and less in special cases.

Obligations of the Executive Board members

- 5.10 General obligations of the Executive Board members.
 - 5.10.1 All Executive Board members shall further the objectives of ISU, take initiative in proposing specific tasks, organize and conduct ISU activities.
 - 5.10.2 Executive Board members are obliged to attend Executive Board meetings. In case of absence they have to inform the President or Vice-President in written form at least one day beforehand (in special cases as soon as possible).
 - 5.10.3 The Executive Board shall approve two representatives for the National Assembly.
 - 5.10.4 Executive Board members are responsible for informing members about current activities.
 - 5.10.5 Provide all members with information about ISU and ISU activities as soon as possible.
 - 5.10.6 Promote ISU.

5.11 Obligations of the **PRESIDENT**

The President shall:

- 5.11.1 Represent ISU for local authorities.
- 5.11.2 Delegate responsibilities when needed.
- 5.11.3 Motivate, assist and navigate Executive Board members in their tasks.
- 5.11.4 Ensure that Executive Board members follow their obligations.
- 5.11.5 Determine the Agenda for Executive Board meetings.
- 5.11.6 Sign the bank account and all other official documents and papers.

5.12 Obligations of the **VICE-PRESIDENT**

The Vice-President shall:

- 5.12.1 Assist the President in all listed duties.
- 5.12.2 Function as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President.
- 5.12.3 Keep and take care of ISU correspondence.
- 5.12.4 Send the notices and agendas on time.
- 5.12.5 Write the reports of all meetings and Attendance List.
- 5.12.6 Present the reports of the previous meeting for the approval and signature to the President.
- 5.12.7 Maintain an updated list of all ISU members.

5.13 Obligations of the **TREASURER**

The Treasurer shall:

- 5.13.1 Maintain and control the finances of ISU.
- 5.13.2 Work on fund-raising activities along with the other Executive Board members.
- 5.13.3 Write detailed financial report and present them to the Executive Board at the end of every semester.
- 5.13.4 Present the budget and the accounts at the General Assembly.
- 5.14.5 Sign the bank account.

5.14 Obligations of the **ACADEMIC AFFAIRS AND WELFARE OFFICER**

The Academic Affairs and Welfare Officer shall:

- 5.14.1 Be responsible for the reception and presentation of the petitions from the students to the President.
- 5.14.2 Be responsible for monitoring the policy of Harstad University College regarding students and inform the Executive Board members about them.
- 5.14.3 Work in co-operation with the International Office.
- 5.14.4 Be responsible for helping and guiding students in any practical problems they may face at the Harstad University College (only in special cases).
- 5.14.5 Make sure that news and press releases from ISU HiH are being published in co-operation with Harstad University College.
- 5.14.6 Update and maintain information on ISU HiH on the homepage of Harstad University College.
- 5.14.7 Ensure to reach as many members as possible with information via the internet.

5.15 Obligations of the **ORGANIZING OFFICERS**

The Organizing Officer shall:

- 5.15.1 Inform members about all ISU activities.
- 5.15.2 Co-ordinate and arrange all ISU activities along with the other Executive Board members.
- 5.15.3 Write reports about all ISU activities and events.

ARTICLE 6: Economy

- 6.1 The Executive Board shall prepare a preliminary budget for the GA.
- 6.2 ISU HIH receives the economic resources from:
 - The administration of Harstad University College;
 - The ISU National Board;
 - Other sources.
- 6.3 The ISU financial year runs from August and ends in August.

ARTICLE 7: Amendments to the ISU's constitution

- 7.1 The support of at least two thirds of the members with the voting right present at the GA shall be required to amend the constitution.
- 7.2 Any action contrary to the constitution shall be subject to approval by the two thirds of the members present at the GA.
- 7.3 In case amendments to the ISU constitution should be on the agenda, the agenda should be sent out two weeks before the GA.
- 7.4 Amendment proposals should be sent to the Executive Board at least 3 days before the GA.

ARTICLE 8: Dissolution of ISU

Dissolution of ISU is possible if all members with voting right are present at General Assembly and unanimously decide to dissolve ISU. All property and resources will be returned to their origin.