

The Constitution Of International Students Union
University i Agder [ISU UiA]

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I. Letters of introduction from the Architects of the Constitution and Regulations

In February 2009 four board members of ISU Agder were elected at the first General Assembly (GA). ISU Agder was accepted into ISU Norway in April 2009 at National Assembly 2009, held at BI in Oslo.

ISU Norway National Board 2013-2014 with the coordination of Daniel Hernández Iniesta (Vice President of Union Development, ISU Norway), presented a proposal of ISU Agder constitution.

ISU Norway National Board 2014-2015 with coordination of Kiran Kumar Penta [Vice President of Union Development, ISU Norway], rectified mistakes and updated the constitution.

But a Constitution and an Executive Board go only as far as the present leadership; employ and challenge to help ISU Agder grow as an organization and widen its scope in serving the international student community. The present Constitution overrides the previous ISU Agder Constitution voted on 30th May 2012, and therefore will be considered the only valid one for ISU Agder Executive Board and members that must be followed from the date of its approval at a General Assembly in 2015.

The first board of ISU Agder after approval of new constitution was elected as:

Designation	First Name	Last Name	Nationality
President	Magnus	Lysfjord	Norwegian
Treasurer	Mikael	Paavola	Norwegian
1 st Vice President	Alisa	Nilsen	Norwegian
Secretary	Kalpanie	Mendis	Sri Lankan
Social Officer	Mazhar	Iqbal	Norwegian

II. The Constitution of International Students Union of Agder University [ISU UiA]

Article 1. Organization

- 1.1 The organization to which this Constitution refers is known as The International Students' Union of Agder University abbreviated and referred to hereafter as "ISU Agder".
- 1.2 ISU Agder is an independent, democratic, non-religious, non-racial, non-partisan, non profit, student-run organization committed to the interests of international students studying at the University of Agder (UiA).
- 1.3 ISU Agder embraces diversity and welcomes all international 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.
- 1.4 The official language of ISU Agder is English.
- 1.5 ISU Agder is an autonomous local branch of ISU Norway.
- 1.6 ISU Agder shall secure funding for its activities from such sources as: ISU Norway, Student Parliament at the University of Agder, Norwegian Student Organisation (NSO) LNU, among other sources.
- 1.7 ISU Agder shall operate a bank account where all funds of ISU Agder shall be kept.
- 1.8 ISU Agder should register as non-profit organization at Brønnøysund register

Article 2: Objectives

- 2.1 The main objective of the ISU Agder is to ensure the rights and welfare of the current and the future international students at the University of Agder and all others meeting the qualifications for membership in this organization. ISU Agder will strive to serve as a bridge between the University Administrations, International Office, Student Parliament, the Norwegian student body, and the membership.
- 2.2 ISU Agder represents the interests and matters concerning the rights and general welfare of international students at the University of Agder and all others meeting the qualifications for membership in this organization. ISU Agder will strive to serve as a bridge between the University Administrations, International Office, Student Parliament, the Norwegian student body, and the membership.
- 2.3 ISU Agder shall serve to forward unity and foster positive relations among the membership, local Norwegian community, on and off campus.

- 2.4 ISU Agder 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 Agder is encourage to ask cooperation with the Student Parliament at University of Agder, to further common objectives.
- 2.6 ISU Agder, 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 ISU Agder Executive Board will act to include Norwegian students in their activities that will benefit in a positive integration of international students.
- 2.8 ISU Agder participate in actions, activities, or events of diverse nature, that advances as an organization, improve the quality of life of international students, or are in keeping with the bylaws or intentions of the Constitution.
- 2.9 ISU Agder should work to help the international students in settling down, and guidance throughout their stay in Norway.
- 2.10 Promote unity amongst international students in Agder, socially, culturally and otherwise.

Article 3: Membership

- 3.1 All international students studying at the University of Agder are automatically members of ISU Agder.
- 3.2 All students currently enrolled at UiA who agree with the Objectives of this Organization.
- 3.3 ISU Agder shall be open to membership to any student regardless of age, nationality, race, sex, or religious affiliation.
- 3.4 All ISU Agder members shall be eligible to attend ISU Agder General Assembly meetings and shall be eligible to vote, and be elected.
- 3.5 ISU Agder General Assembly will elect ISU Agder Executive Board members.
- 3.6 All members shall be entitled to participate in ISU General Assembly and all activities arranged by ISU Agder.

Article 4: ISU Agder General Assembly

- 4.1 The General Assembly is the primary decision-making body of ISU Agder. It will approve changes in the Constitution of ISU Agder (with two-third majority), and elect the Executive Board. Other motions can be included on request.
- 4.2 There shall be at least one General Assembly per academic year, recommended in April, but always as considered convenient by the Executive board.

- 4.3 A General Assembly is called either by the President, or the two-third majority of the Executive members. Exceptionally and if Executive Board remains inactive or is unable to organize a GA, ISU Norway National Board with the cooperation of Student Parliament at University of Agder will be in charge of organizing the GA in order to ensure continuity
- 4.4 Executive Board should inform ISU Norway National Board of GA announcement at least 15 days before the GA, in order to ensure continuity and support if needed
- 4.5 Notice will be sent to the all ISU Agder members at least 10 days before the GA.
- 4.6 An agenda must be available to all members at least 10 days before the GA
- 4.7 It is the responsibility of the Executive board members to ensure that the General Assembly is advertised extensively among the international students, so that a maximum number of members participate.

Article 5: ISU Agder Executive Board

- 5.1 ISU Agder Executive Board consists of the following (6) positions: President, Vice-President, Treasurer, Secretary, and Two Social Events Officer.
- 5.2 There cannot be more than three (3) Executive board members from the same nationality/citizenship (This condition can be waived if there is no other candidate available).
- 5.3 All the Executive board members work on voluntary basis.
- 5.4 The Term of Office of the Executive Board shall be one academic year, after will be held a General Assembly to elect a new Executive Board.
- 5.5 The President's position cannot be held for more than two consecutive years.
- 5.6 Executive members can be removed from their position by a two-thirds majority during an Executive meeting in case of:
 - 5.6.1 Economic frauds (which must be reported to ISU Norway)
 - 5.6.2 Actions contrary to the interests of ISU Agder.
 - 5.6.3 Actions damaging the ISU Agder organization.
- 5.7 If an Executive position becomes vacant after the removal or resignation of an Executive member the Executive Board may appoint a member for this position, with Executive member the Executive Board may appoint a member for this position, with recommendation to candidates not elected at last General Assembly. Notice shall be given to all members after the appointment.

Article 6: Status of ISU Agder Constitution

- 6.1 The Constitution is the document regulates all actions and activities on the ISU Agder Executive Board, the General Assembly, and all members of the organization, and should be available to all members of the organization.
- 6.2 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 ISU Norway as an organization, or the overarching regulations and intent of the Constitution.
- 6.3 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.

III. The Regulations of International Students Union Agder university

[ISU UiA]

Article 1: Conduct of ISU Agder General Assembly

- 1.1 The GA shall be opened by the President, or the nominated Executive board member.
- 1.2 The Executive Board will nominate a chairperson; subject to approval by the GA, the chairperson will take the minutes of the GA and lead the correct process of the agenda
- 1.3 The GA will approve and follow the agenda.
- 1.4 The Executive Board will present report about activities performed and the ISU Agder's financial status. Other topics can be included on request.
- 1.5 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.
- 1.6 The chairperson has the right to remove 'the right to speak' from any participant who disrupts or obstructs the proceeding of the GA at his/her own discretion.
- 1.7 Speakers shall adhere to the matter being considered. The Chairperson shall bring back to order any speaker failing to do this.
- 1.8 Topics to be discussed during the General Assembly will include reports from the Executive Board about activities performed, ISU Agder financial report and the elections of the new Executive. Other topics can be included upon request by any member of ISU Agder with written communication at least 3 days prior the GA to the Executive Board.

Article 2: Executive Board election

- 2.1 The Executive board is elected by the General Assembly at the beginning of every semester.
- 2.2 All Members of ISU Agder are entitled to vote

- 2.3 An election committee consisting of two persons shall be elected by the General Assembly. The election committee shall be responsible for the conduct of the election process.
- 2.4 Any member, indicating his willingness to take the post if elected, can be nominated for an Executive position. Nominated candidates must either be present or have indicated their willingness to work in the Executive Board in written form to the General Assembly.
- 2.5 All elections for Executive members shall be by secret ballot.
- 2.6 Nominations for each post and voting on each post will be done separately in the following order: President, Vice-President; Secretary, Treasurer and Two Organizing Officers.
- 2.7 For a ballot to be valid there must be the presence of at least 15 ISU Agder members with the voting right.
- 2.8 A vote shall be taken by secret ballots. Any option that receives at least more than 50 percent of the votes present + 1 will be proclaimed elected.
- 2.9 If there are more than 2 alternatives and none of the options receives at least more than 50 percent of the votes+1, there shall be a consecutive ballot between the two alternatives which received most votes during the first ballot.
- 2.10 No interruptions shall be allowed during the vote or the count.

Article 3: Finances and Equipment

- 3.1 ISU Agder shall have a bank account, where all funds of ISU Agder are kept. The signatories of this account are both the President and the Treasurer.
- 3.2 Every semester a half yearly financial report has to be published and delivered to Studentorganisasjonen i Agder (STA) and ISU Norway.

Article 4: Duties and responsibilities of ISU Agder Executive Board Members

- 4.1 General obligations of Members of the Executive Board
- 4.2 All Executive members shall further the objectives of ISU Agder and assist in the conduct of the ISU Agder activities if necessary.
- 4.3 ISU Agder Executive members are responsible for taking initiative in proposing specific tasks and ensuring that they are carried out in furtherance of the Objectives of ISU Agder.
- 4.4 The Executive Board members should be involved in decision-making processes that pertain to any international students at the University of Agder.
- 4.5 It is the responsibility of every Executive Board member to know, observe, and enforce the bylaws and the intentions of the Constitution.
- 4.6 In one semester, the ISU Agder is suggested at least organize a minimum of five events/activities for the members.
- 4.7 ISU Agder Executive Board members are obliged to attend Executive meetings, unless extenuating circumstances arise. In case of absence they have to inform the President.

Article 5: ISU Agder Executive Board Meetings and Voting Procedures

- 5.1 Matters brought to a vote before the Board shall be decided by a simple majority.
- 5.2 Each of the six (6) members of the Board is entitled to one (1) vote, in case of a tie, the president has a deciding vote
- 5.3 Per the discretion of the Board, voting may take place either by a show of hands or by secret ballot, in that case president decides with one of the two procedures will be held
- 5.4 Two-thirds (2/3) of voting of Executive Board must be present for a vote to be deemed valid and certified in the Meeting Minutes.
- 5.5 A vote shall be deemed invalid if organized outside of an official Board session.
- 5.6 President will act as chairperson, or appoint another Board member to act as chairperson at his/her own discretion
- 5.7 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 Board and membership. Each officer and member shall be given at least one opportunity to speak per measure.
- 5.8 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.
- 5.9 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.
- 5.10 The executive board may mandate a vote at any time provided:
 - 5.10.1 There is a two-thirds (2/3) majority vote from the membership
 - 5.10.2 Or there is a three-quarters (3/4) majority vote from the Executive Board

Article 6: Obligations of the President

- 6.1 Representation of ISU Agder to local authorities, at University of Agder bodies and all other
- 6.2 Clearly Delegate responsibilities.
- 6.3 Ensure that ISU Agder remains an organization of its members and not of one person or a select group of individuals.
- 6.4 Acting as chairperson at ISU Agder Executive meetings and General Assemblies.
- 6.5 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.
- 6.6 Motivate, assist and navigate Executive Board members in their tasks.
- 6.7 Representation of ISU Agder at meetings of the ISU Norway.
- 6.8 Act as representative of, and prominent spokesperson for, the ISU Agder at various forums.

- 6.9 Endorses financial decisions.
- 6.10 Sign the official documents and papers, Co signs bank account and financial reports with the Treasurer and is responsible of ISU Agder finances.
- 6.11 It is the President responsibility to provide proper training to the next elected President at the outset of each academic year, in order to ensure continuity of ISU Agder.

Article 7: Obligations of the Vice President

- 7.1 Assist the president in all listed duties as delegated by the President.
- 7.2 Function as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President until the most immediate elections, where a new President is necessarily elected once more.
- 7.3 Responsible for monitoring the policy of University of Agder regarding international students and inform the Executive Board members about them. Provide new students the information about ISU Agder and its activities.
- 7.4 Serve as integral part of the Executive Board, assisting other Executive Board members in ensuring that the goals, objectives, and intentions of the ISU Agder are acted upon and fulfilled in a reasonable period of time.
- 7.5 Oversees the organisation of social activities and assist the Social Officers
- 7.6 Work on fund-raising activities.

Article 8: Obligations of the Social Officer

- 8.1 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. Work to schedule events such as lectures, trips to museums, or sightseeing each semester.
- 8.2 Is responsible for efforts of the activities and events organized by ISU Agder.
- 8.3 Is responsible for maintaining the facebook group/profile/page, and other online visibility.
- 8.4 Monitor the media possibilities for ISU Agder and use them appropriately.
- 8.5 Is responsible for publishing press releases, as approved by the President. Update the ISU Agder homepage
- 8.6 Maintains and update the ISU Agder website with current information regarding upcoming events, social welfare, health concerns, and any other pertinent information for international students.
- 8.7 To coordinate programs and events where international and Norwegian students can interact on a frequent basis.
- 8.8 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 Agder campus.

- 8.9 Work actively to organize activities, both on and off campus that all international students may participate in.
- 8.10 It is the Social Events Office responsibility to provide proper training to the next elected Social Events Officer at the outset of each academic year, in order to ensure continuity of ISU Agder.

Article 9: Obligations of the Treasurer

- 9.1 Maintain and control the finances of ISU Agder.
- 9.2 Co sign the bank account, and being responsible of ISU Agder finances with the President.
- 9.3 Prepare financial reports with the President and present them to the Executive Board at the end of every semester.
- 9.4 Present the budget and the accounts at the General Assembly.
- 9.5 Manage receipts and return records.
- 9.6 Advise the President on financial matters.
- 9.7 Have budget figures updated available for each meeting of the Executive Board.
- 9.8 A formal presentation of the budget and treasury concerns shall be presented at the General Assembly.
- 9.9 A financial report that shall be submitted to the Executive Board and ISU Norway at the conclusion of every semester.
- 9.10 It is the Treasurer responsibility to provide proper training to the next elected Treasurer at the outset of each academic year, in order to ensure continuity of ISU Agder.

Article 10: Obligations of the Secretary

- 10.1 Write the minutes of all meetings, distributing them to the Executive Board members and noting the attendance at the Executive Board meetings.
- 10.2 Maintain an updated list of all ISU Agder members.
- 10.3 Assisting the President in writing reports. Keep and take care of ISU Agder correspondences, files and email account.
- 10.4 Send the notices and agendas on time.
- 10.5 Serve as integral part of the Executive Board, assisting other Executive Board members in ensuring that the goals, objectives, and intentions of the ISU Agder are acted upon and fulfilled in a reasonable period of time.

Article 11: Dissolution of ISU Agder

11.1 Dissolution of ISU Agder is possible if all members with voting right present at the General Assembly and unanimously decide to dissolve ISU Agder. All property and resources will be returned to ISU Norway.