

# Suggestion

## Regulations for Bodø International



**Bodø International**

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2003 - 2004

## §1 Preamble

- 1) Bodø international (BI) aim is to ensure the students' interest both professionally, student politics and socially.
- 2) BI shall be a link between the students and the student union and student organizations, which collaboration and cooperation falls naturally. And also to promote collaboration with the administration of Bodø Regional University (HBO) and the academic staff.
- 3) BI should ensure that all new international students at Bodø Regional University are integrated in both social and academic activities.
- 4) BI is party politically independent.
- 5) BI shall contribute to create a good environment amongst the students' unions, the administration at HBO and BI's partners.

## §2 Organization

- 1) All students enrolled at HBO can become members of BI. You can apply for membership in BI by writing to the BI board. All international students at HBO are members of BI. The members can resign, by writing to the BI board.
- 2) The annual meeting is BI's highest and controlling organ. Regulations and guidelines both for the annual meeting and BI are decided here. The regulations can not differ from the regulations of the Bodø student union.
- 3) The summons and case documents to the annual meeting should be available at least two weeks before meeting.
- 4) The annual meeting's agenda should contain these elements
  - Approval of the summons, case documents and agenda.
  - Constitute the meeting with elections of chairman, secretary and counting body
  - Approval of the annual report
  - Approval of the annual accounts
  - Incoming matters
  - Alteration in regulations
  - Election
- 5) Suggestions for resolutions must be presented in writing during the annual meeting. 2/3 of electors present at meeting must give their approval for alteration in the regulations to be in place.
- 6) The annual meeting should be held before 10<sup>th</sup> September every year.
- 7) The BI board or 1/5 of the members of BI could ask for an extra annual meeting.
- 8) The board shall have at least 7 days notification of incoming matters before the annual meeting. But under special circumstances an incoming matter can be brought in at the

annual meeting, but the electors shall vote about taking the matter up for discussion. This will demand 2/3 majorities.

- 9) With distrust the annual meeting can with simple majority dismiss board members from their positions.

### §3 The board

- 1) The board is BI highest organ between the annual meetings.
- 2) The board invite the meeting to the annual meeting.
- 3) Board meeting should be held once per week and a minimum twice per month. The board meeting are closed meetings, but the board can by simply majority give any person status as an observe, with speaking and suggestion rights. The board can instruct representatives from BI's committees to be available for the members at BI's boards.
- 4) The board of Bi consists of five (5) people. These shall be:
  - **Leader:** responsible for the day-to-day business. He is the face of BI to outsiders and speaks on the behalf of BI. He is responsible to keep in contact with other student unions and with the administration. He is responsible for the half-year and end of year report. He is co-responsible for the economy of BI.
  - **Economy responsible:** shall do the bookkeeping; make a budget and plan of action together with the leader. Shall at any moment have full overview of economy of the student union. He is the leader when the leader is absent.
  - **Welfare responsible:** have the responsibility for the work that BI do towards the students. This implies a responsibility for internal arrangements following the plan of action, and that internal activities follow the guidelines given by the student government. Shall ensure that social activities are carried through. Has the responsibility to ensure that the social committee are constituted. Shall co-ordinate and follow the work done by this committee.
  - **Information responsible:** is in charge of web and mailing lists. Has the responsibility to ensure that the members are at any time kept up to date on BI's work and social events. Has the responsibility to make the yearbook "BI-annual yearbook" every semester.
  - **Board responsible:** is responsible for keeping the boards up to data at any given time. Has the responsibility of writing the reports of the board meetings and make sure that these are distributed. Shall also help out with the execution of other board tasks.
- 5) The board is capable of making decisions when all are present, but can also be capable of making decisions when three (3) are present.

- 6) The economy responsible shall take over leaders tasks when leader is absent.
- 7) All the members of board are elected at the annual meeting.

## **§ 4 Committees**

- 1) The social committee should plan and carry out arrangements of cultural, professional and social character.
- 2) The board may in addition set up ad hoc committees when these are needs. For example at UKA, professional days and information campaigns.

## **§ 5 Elections**

- 1) All members of BI can be elected and they can give their votes.
- 2) Election of the board is held at the annual meeting at the beginning of the academic year, and they are in their position till the first meeting of the next academic year.
- 3) The members of BI board are the elections committee, and they should before every annual meeting represent candidates to the different positions.
- 4) There shall be hold written elections if at least 1 of the elections demands it. Simple majority settles the election.

## **§ 6 Supplement elections**

- 1) If any of the elected representatives of BI withdraw from BI. Then the board of BI can perform supplementing of people to committees and boards, to ensure that BI are at any given time represented in all boards and committees.
- 2) Before these representatives are appointed, these tasks should be announced to all the member of BI.
- 3) If this rule is deviated from it should be done by a plenary board and the decision should be unanimous.

## **§ 7 Dissolving of BI**

- 1) When dissolving of BI all the possessions and capital should fall to the Student Union of Bodø.



## **§ 8 Bringing into force**

- 1) Changing of the name can be decided by the board of BI or by the annual meeting.
- 2) This regulation will apply immediately after it has been approved of by the annual meeting, and it should be evaluated and revised continuously as the situation for BI and it's committees changes.