

The
Constitution
of the
International Students'
Union
Gjøvik University College
(ISU GUC)



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I. Letters of Introduction from the architects of the Constitution and the Regulations

September, 2012:

In late 2011, Mashhood Ahmed Sheikh (Vice President of Union Development, ISU Norway) contacted the International Office, and the individual faculties at the Gjøvik University College for establishing a local branch of ISU, namely ISU GUC at the Gjøvik University College. Anneli Torsbakken, International Office, Gjøvik University College helped in finding two motivated students; Katerina Piterenko (Ukraine) and Anna Yushtina (Ukraine).

The work on drafting the constitution of ISU GUC began in April, 2012 where Mashhood A. Sh. received the first draft of the constitution by Katerina P. and Anna Y.

Mashhood A Sh. Suggested the changes, and commented on the draft. The process of changes to the constitution draft continued until 2nd August, 2012, when the 8th draft of the constitution was agreed for presentation at the GA.

A GA was arranged on 28th September, 2012 by Katerina P. and Anna Y., where 35 international students from Gjøvik University College attended the GA. Mashhood A. Sh. chaired the GA where the final draft of the constitution was presented.

The constitution draft was approved and accepted, with minor changes, as the constitution of ISU GUC. The ISU GUC was officially established as soon as the constitution was approved.

The first board of ISU GUC was elected as:

Designation	First Name	Last Name	Nationality
President	Thomas	Simon	Germany
Vice President	Kiran	Bylappa Raja	India
Financial Manager	Farhad	Firoozi	Iran
Vice Financial Manager	Katerina	Piterenko	Ukrain
HR Manager	Antonio	Pelegrina	Spain
Vice HR Manager	Mohammad Reza	Motlagh	Iran
IT Manager	Kateryna	Bednarska	Ukrain
Vice IT Manager	Mariia	Salko	Ukrain
PR Manager	Anna	Yushtina	Ukrain
Vice PR Manager	Ferdinand	Deger	Germany

II. The Constitution of the International Students' Union of Gjøvik University College (ISU GUC)

Article 1: The International Students' Union of Gjøvik University College

- 1.1 The organization to which this Constitution refers is known as The International Students' Union of Gjøvik University College, abbreviated and referred to hereafter as "ISU GUC".
- 1.2 ISU GUC is an independent, democratic, non-religious, non-racial, non-partisan, non-profit, student-run organization committed to the interests of all international students studying at the Gjøvik University College.
- 1.3 ISU GUC embraces diversity and welcomes all international students to its activities and proceedings. ISU GUC 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 GUC is English.
- 1.5 ISU GUC is an autonomous part of the ISU Norway.

Article 2: Objectives

- 2.1 The main objective of the ISU GUC is to ensure the rights and welfare of the current and the future international students of the Gjøvik University College.
- 2.2 ISU GUC represents the interests of all members in whatever way possible.
- 2.3 To oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the achievement of these purposes above.
- 2.4 ISU GUC, where deemed necessary or appropriate, shall aid, assist, collaborate, or participate in actions, activities, or events of diverse nature, that advances ISU GUC as an organization, improve the quality of life of international students, or are in keeping with the bylaws or intentions of the Constitution.
- 2.5 Forward unity amongst members, socially, culturally and otherwise.
- 2.6 Forward good relations between members and the community in which they live and study.
- 2.7 Keep contact with and assist other organizations with similar or compatible objectives.
- 2.8 ISU GUC will co-operate with the International Office and Student Parliament of the Gjøvik University College.
- 2.9 Organize and/or participate in any actions and functions that advance, or are compatible with the above objectives.
- 2.10 ISU GUC shall operate a bank account with any bank of choice, where all funds of ISU GUC shall be kept.
- 2.11 ISU GUC shall secure funding for its activities from such sources as: the ISU Norway, Student Parliament, SAIH, LNU, individual donations and applications to other funding organizations.

Article 3: Membership

- 3.1 A member of ISU GUC is a student of GUC with a student ID number and a valid semester card.
- 3.2 All international students studying at the University College of Gjøvik are automatically members of ISU GUC.

Article 4: Privileges

- 4.1 All members shall be entitled to participation in the ISU GUC General Assembly (GA).
- 4.2 All members have the right to vote at the General Assembly.
- 4.3 All members shall be entitled to participation in all activities organized by ISU GUC.
- 4.4 The ISU GUC will strictly not tolerate nor encourage any form of discrimination on or off campus among international students.

Article 5: ISU GUC General Assembly (GA)

- 5.1 The General Assembly is the primary decision-making body of ISU GUC.
- 5.2 There shall be at least one General Assembly per semester as soon as this is considered convenient by the Executive for the members.
- 5.3 A General Assembly is called either by the President, or the two-third majority of the Executive members.
- 5.4 At least 10 days' notice must be given for a General Assembly. It is the responsibility of the Executive members to ensure that the General Assembly is advertised explicitly among the international students, so that a maximum number of members participate.
- 5.5 An agenda must be available for collection by members at the ISU GUC office, Facebook page or by e-mail.
- 5.6 Any ballot shall not be valid until at least 2% (at least 5 members excluding the previous elected board members) of the ISU GUC members (international students) are present.
- 5.7 A detailed programme for the General Assembly is stated in the Regulations.

Article 6: The Executive

- 6.1 The Executive shall be elected at the General Assembly. The Election procedure is described in the Regulations.
- 6.2 The Executive shall consist of President, Vice-President, Financial Manager, Vice Financial Manager, Human Resource (HR) Manager, Vice HR-Manager, IT-Manager, Vice IT-Manager, Public Relation (PR) Manager, and Vice PR-Manager.
- 6.3 There cannot be more than three (3) Executive members from the same nationality/citizenship (this condition can be waived if there is no other candidate available).
- 6.4 All the Executive members work on voluntary basis, but expenses like administrative costs, and other costs necessary to work for the ISU GUC can be covered with approval from both the President and the Financial Manager, or the two-third majority of the Executive members.
- 6.5 It is compulsory for the President, Vice-President and Financial Manager to have studied at least one semester at the University College of Gjøvik before they file for candidature in the elections (This condition can be waived if there is no other candidate for these three positions).
- 6.6 The Executive shall manage the daily affairs of ISU GUC.
- 6.7 The Term of Office of the President and the Financial Manager shall be one year. The Term of Office of all the remaining Executive members shall be one semester.

- 6.8 The President's and Financial Manager's positions cannot be held for more than two years consecutively.
- 6.9 The obligations of each member of the Executive are stated in the Regulations.

Article 7: Status of the Constitution and Regulations

- 7.1 The Constitution shall be made available to all the members.
- 7.2 The Constitution and the Regulations shall be binding on the Executive and all members of the organization.
- 7.3 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.
- 7.4 Any action contrary to the Constitution shall be subject to approval by two thirds of the General Assembly.
- 7.5 Any action contrary to the Regulations (except Article 4) shall be subject to approval by two thirds of the ISU GUC Executive.
- 7.6 Any action contrary to the Article 4 of the Regulations shall be subject to approval by two thirds of the General Assembly.
- 7.7 Procedure for amendment of the Constitution or the Regulations:
- 7.7.1 The Executive members should approve the constitutional or Regulations changes to be proposed in the General Assembly by simple majority, before calling for the General Assembly. The Constitutional/Regulations changes cannot be proposed in the General Assembly without the prior approval of the majority of the Executive members.
 - 7.7.2 At least 20 members excluding the previous elected board members) of the ISU GUC members (international students) shall be present at the GA to amend the constitution.
 - 7.7.3 The support of at least two thirds of the members present at the General Assembly shall be required to amend the Constitution or the Regulations.

III. The Regulations of the International Students' Union of Gjøvik University College (ISU GUC)

Article 1: Conduct of the General Assembly (GA)

- 1.1 The GA shall be opened by the President or Vice-President. The ISU GUC President or Vice-President shall, subject to the approval of the GA, chair the GA.
- 1.2 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.
- 1.3 The chairperson shall have the right to remove the 'right to speak' from any participant who disrupts or obstructs the proceedings of the GA.
- 1.4 Speakers shall adhere to the matter being considered. The Chairperson shall bring back to order any speaker failing to do this.
- 1.5 The Agenda of the GA will be followed.
- 1.6 Topics to be discussed during the scheduled spring and autumn General Assembly will include reports from the Executive about activities performed, the ISU GUC

financial report and the elections of the new Executive. Other topics can be included on request.

- 1.7 Extraordinary GAs may be called by the Executive or any member who obtains 10% of the members' signatures for support.

Article 2: Voting Procedures

- 2.1 The various 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.
- 2.2 A vote shall be taken for the preferred option. Any option that receives more than 50% of the votes (excluding abstentions) shall be considered elected.
- 2.3 If there are more than 2 alternatives and none of the options receives more than 50% of the votes, there shall be consecutive ballots in which the alternative receiving the least number votes of shall be eliminated.
- 2.4 Secret ballots shall be taken on request by any 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 which is handed over to every member upon presentation of a University identity card.
- 2.5 No interruptions shall be allowed during the vote or the count.
- 2.6 A voting committee consisting of 3 persons shall be appointed by the General Assembly.
- 2.7 The voting committee shall be responsible for counting of the votes.

Article 3: Election of the Executive

- 3.1 The Executive is elected by the General Assembly at the beginning of the semester. The President and Financial Manager shall be elected at the General Assembly of the autumn semester.
- 3.2 All Members of ISU GUC are entitled to vote.
- 3.3 An election committee consisting of 3 persons shall be elected by the General Assembly.
The election committee shall be responsible for the conduct of the election.
- 3.4 Any member, indicating his or her 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 in written form to the General Assembly.
- 3.5 All elections for Executive members shall be by secret ballot if asked by 1 member at the GA.
- 3.6 Nominations for each post and voting on each post will be done separately in the following order: President, Vice-President, Financial Manager, Vice Financial Manager, Human Resource (HR) Manager, Vice HR-Manager, IT-Manager, Vice IT-Manager, Public Relation (PR) Manager, and Vice PR-Manager.
- 3.7 Executive members can be removed from their position by a two-thirds majority during an Executive meeting in case of:
 - 3.7.1 Economic frauds (which will be reported to the police).
 - 3.7.2 Actions contrary to the interests of ISU GUC.
 - 3.7.3 Actions damaging the ISU GUC organization.
 - 3.7.4 Failing to attend Executive meetings on a regular basis.
 - 3.7.5 Taking actions/decisions without the approval of the President, or the two-third majority of the Executive members.

- 3.7.6 Having contributed very little, or not at all, by the middle of semester.
- 3.7.7 Failing to take transparent, unbiased and professional minutes of the meetings
- 3.8 If an Executive position becomes vacant after the removal or resignation of an Executive member the Executive may appoint a member for this position. Notice shall be given to all members after the appointment.
- 3.9 The election procedure can be changed by the election committee if considered appropriate. Changes are subject to the approval of the General Assembly.

Article 4: Obligations of the Executive

4.1 General obligations of Members of the Executive

- 4.1.1 All Executive members shall further the objectives of ISU GUC and assist in the conduct of the ISU GUC activities if necessary.
- 4.1.2 ISU GUC Executive members are responsible for keeping and maintaining the ISU GUC office or meeting room and informing members when they may be contacted at the office or meeting room.
- 4.1.3 ISU GUC 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 GUC.
- 4.1.4 The Executive members should be involved in decision-making processes that pertain to any international students at the Gjøvik University College.
- 4.1.5 The Executive members should be loyal to ISU GUC.
- 4.1.6 The Executive members should send the round of evaluation to each other in the middle of the semester (middle October, or beginning of April). The evaluation should then be discussed in an Executive meeting, so that a better working plan can be made. In case any Executive member has contributed very little, or not at all, then impeachment can be considered (under article 3.7).
- 4.1.7 It is the responsibility of every Executive member to know, observe, and enforce the bylaws and the intentions of the Constitution.
- 4.1.8 Any Executive member can access and use the e-mail address, Facebook, and any other social media account of the organization, with approval from the President or the two-third majority of the Executive members.
- 4.1.9 The public content of ISU GUC (on website, blog, Facebook, etc.) needs to be approved either by the President, or the two-third majority of the Executive members.
- 4.1.10 ISU GUC Executive members are obliged to attend Executive meetings, unless extenuating circumstances arise. In case of absence they have to inform the President or Vice-President.
- 4.1.11 The agenda for the Executive meetings needs to be approved by the President or the two-third majority of the Executive members.
- 4.1.12 All the Executive members are responsible for participating in the events and activities organized by the organization.

- 4.1.13 All Executive members are responsible for organizing events and activities for the members.

4.2 General Obligations of the President:

- 4.2.1 Representation of ISU GUC to local authorities.
- 4.2.2 Acting as chairperson at ISU GUC Executive meetings and General Assemblies.
- 4.2.3 Delegation of responsibilities, tasks, and duties; including organizing the events and activities.
- 4.2.4 Representation of ISU GUC at meetings of the ISU Norway.
- 4.2.5 Act as a sentry to the present strengths of the organization while acting as a visionary, creating new goals, objectives, and ideals.
- 4.2.6 President is the main representative/face of ISU GUC, both internally and externally.
- 4.2.7 Act as representative of, and prominent spokesperson for, the ISU GUC at various forums.
- 4.2.8 Endorses financial decisions.
- 4.2.9 Signs off on minutes.
- 4.2.10 The President shall be responsible for scheduling, managing, and leading Executive meetings. The President can delegate this responsibility to any other Executive member, at his or her discretion.
- 4.2.11 Sign the bank account (The Financial Manager should also sign it, if it is possible for the financial document to be signed by two people) and all other official documents and papers.

4.3 Obligations of the Vice-President:

- 4.3.1 Assist the president in all listed duties as delegated by the President.
- 4.3.2 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.
- 4.3.3 Provide new students as soon as possible with information about ISU GUC and ISU GUC activities.
- 4.3.4 Representation of ISU GUC at meetings of the ISU Norway.
- 4.3.5 Be responsible for fundraising activities and events.
- 4.3.6 Serve as integral part of the Executive, assisting other Executive members in ensuring that the goals, objectives, and intentions of the ISU GUC are acted upon and fulfilled in a reasonable period of time.
- 4.3.7 Attend as many ISU GUC -sanctioned or sponsored events as reasonably feasible.
- 4.3.8 Report directly to the President.

4.4 Obligations of the Financial Manager and Vice Financial Manager:

- 4.4.1 Maintain and control the finances of ISU GUC.

- 4.4.2 Work on fund-raising activities.
 - 4.4.3 Write detailed financial report and present them to the Executive Board at the end of each semester.
 - 4.4.4 Present the budget and the accounts at the General Assembly.
 - 4.4.5 Manage ISU GUC's bank account.
- 4.5 Obligations of the Vice Financial Manager:
- 4.5.1 Work as the coordinate of the Financial Manager.
- 4.6 Obligations of the Human Resource (HR) Manager:
- 4.6.1 Record all the information of members and update the information each semester.
 - 4.6.2 Record all the documents of activities and meetings.
- 4.7 Obligations of the Vice HR-Manager:
- 4.7.1 Work as the coordinate of Human Resource Manager.
 - 4.7.2 Keep private information of the ISU members secure.
 - 4.7.3 Keep all the documents of ISU GUC secure.
 - 4.7.4 Organize events and activities
- 4.8 Obligations of the IT-Manager:
- 4.8.1 Maintain ISU GUC presence in Internet: update website, Facebook page and other resources where ISU GUC is officially represented.
 - 4.8.2 Design and customization of the corporate style's attributes.
- 4.9 Obligations of the Vice IT-Manager:
- 4.9.1 Work as the coordinate of IT-Manager.
 - 4.9.2 Organize events and activities
- 4.10 Obligations of the Public Relation (PR) Manager:
- 4.10.1 Market ISU GUC as much as possible to the public.
 - 4.10.2 Make posters - in collaboration with IT-Manager, if needed - for the events to be arranged.
 - 4.10.3 Keep contact with the teachers in GUC and all the companies that we have relations with, in order to provide all the ISU members information of job opportunities and necessary help.
- 4.11 Obligations of the Vice PR-Manager:
- 4.11.1 Work as the coordinate of Public Relation Manager.
 - 4.11.2 Organize events and activities.