

**ISU**  
**Vestfold**  
**University**  
**College**

# Constitution of the International Students' Union at the Vestfold University College, Borre.



Promulgated the 30th of  
August 2012



ISU at Vestfold University  
College



## **Preamble**

We, the International Students' Union of Vestfold University College, Borre, 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 the organization shall be International Students' Union of Vestfold University College (ISU HiVe).
- 1.2 ISU HiVe is an independent, autonomous, democratic, non-racial, non-profit, non-partisan student organization committed to the interests of all international students at the Vestfold University College.
- 1.3 ISU HiVe embraces diversity and welcomes all students, both International and Norwegians, to its activities. ISU HiVe 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 HiVe is English.
- 1.5 ISU HiVe is one of the local branches of The International Students' Union of Norway, to which it reports and maintains continuous contact.

## **Section 2**

### **Membership**

- 2.1 Any International Student who has a student ID number and a valid semester card at HiVe is automatically a Member of ISU HiVe, regardless of age, nationality, race, or religious affiliation.
- 2.2 All other members of ISU HiVe must meet at least one of the following criteria:
  - 2.2.1 Any student holding a Norwegian citizenship and willing to associate with internationals;
  - 2.2.2 Any student, with at least one non-Norwegian parent, who wishes to be considered as an International Student.
- 2.3 All members shall have the right to vote and be elected as ISU HiVe 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 integrate all of HiVe students by organizing and participating in different social, cultural and intellectual events.
- 3.3 To maintain the social and academic welfare of international students at HiVe by fostering a sense of community/solidarity.
- 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 HiVe Board members.
- 4.2 General Assemblies must take place at the beginning of each semester of the academic year.
- 4.3 The ISU HiVe 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 during a full presence Board meeting in case of:
  - 4.2.6.1 Economic fraud (which has been reported to the Police);
  - 4.2.6.2 Actions contrary to the interests of ISU HiVe;
  - 4.2.6.3 Failing to attend the Board meetings on a regular basis without a valid reason.
- 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**

- 5.1.1 The Board is ISU HiVe's highest organ between the Bi-Annual General Assemblies.
- 5.1.2 The Board shall consist of seven (7) elected members, viz: President, Vice President, General Secretary, Treasurer, Public Relations Officer, Academic & Welfare Officer and Social Officer.
- 5.1.3 Elections of the seven Board members shall take place during the first General Assembly of each academic year, held in August/September.
- 5.1.4 In the case of the removal or resignation of the President, the Vice-President/Secretary shall carry on his or her duties until the next scheduled election.
- 5.1.5 By-elections shall be held during the second General Assembly to fill up any vacant positions.
- 5.1.6 Board meetings shall be held twice per month and as often as deemed necessary.
- 5.1.7 The Board shall work in close collaboration with the International Office, ESN, Student Parliament, SAIH and any other relevant student organisation.
- 5.1.8 The Board may in addition set up ad hoc committees when the need arises.

## **Section 6**

### **General Responsibilities**

Board members shall:

- 6.1.1 Consider the needs and priorities of all students at HiVe;
- 6.1.2 Be involved in decision-making processes that pertain to all International Students at HiVe;
- 6.1.3 Maintain strong relationships amongst themselves;
- 6.1.4 Cooperate with other student and community groups, such as associations, societies, clubs and cultural groups, where deemed appropriate by the Board;
- 6.1.5 Endeavour to attend all board meetings, unless extenuating circumstances arise.
- 6.1.6 Have a representative who shall attend the Student Parliament meetings.

### **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 HiVe 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 Assists the President in his or her duties when delegated by the President;
- 6.2.2.2 Acts in supportive capacity to ease the workload of the other members;
- 6.2.2.3 Is responsible for fundraising activities and events;
- 6.2.2.4 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 agenda 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 HiVe records.

### **6.2.4**

#### **The Treasurer**

- 6.2.4.1 Is responsible for finances, including all ISU at HiVe bank accounts;
- 6.2.4.2 Is one of the two signatories for all ISU at HiVe bank accounts;
- 6.2.4.3 Is responsible for the transfer of all ISU at HiVe 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.

### **6.2.5**

#### **The Public Relations Officer (PRO)**

- 6.2.5.1 Maintains and updates the ISU HiVe website with current information regarding upcoming events;
- 6.2.5.2 Strives to improve the quality of the ISU HiVe 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 Social 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 Academic & 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 housing, academic, 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 Social Officer to organize the activities mentioned above
- 6.2.6.4 Monitors the social life at HiVe and works with the PRO to inform International Students about regular and upcoming events and activities at the University.

## **6.2.7**

### **The Social Officer**

- 6.2.7.1 Co-ordinates with the Student PRO 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 HiVe activities by preparing articles for HiVe publications in collaboration with the PRO;
- 6.2.7.4 Prepares posters and fliers for publicity, with the PRO, during special events;
- 6.2.7.5 Organises transport and logistics during ISU excursions and other travel engagements.

## **Section 7**

### **Finance**

- 7.1 ISU HiVe shall operate a bank account with any other Bank of choice, where all funds of ISU at HiVe shall be kept.
- 7.2 Signatories to this account shall be the President AND the Treasurer.
- 7.3 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 HiVe shall secure funding for its activities from such sources as: the International Office, Student Parliament, the National Secretariat, SAIH, LNU, individual donations and applications to other funding organizations.
- 7.2.2 In the event that ISU HiVe 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 HiVe 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 HiVe all the possessions and capital shall be jointly administered by the International Office and Student Parliament.