



MEBA Council

International Degree Students

Updated: 21.04.2016

I Objectives

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- Represent full-time International students in the Master of Science in Economics and Business Administration program at NHH Norwegian School of Economics together with securing the International students' interest internally at NHH and towards businesses and other interest organizations.
- Oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the achievement of the previous statement.
- Forward unity amongst members.
- Foster positive relations between full-time International students, Norwegian students and the local Norwegian community.

a) Name

- The name of the organization shall be “MEBA Council - International Degree Students” (*MEBA Council*) or “International Students' Union of NHH Norwegian School of Economics” (*ISU NHH*) in Bergen
- The following document shall refer to the organization as *MEBA Council* at all times.

b) Definition

- The *MEBA Council* is an independent, democratic, non-racial, non-profit, non-partisan, transparent student-run organization committed to the interests of all full-time International students at NHH Norwegian School of Economics, in Bergen.
- The *MEBA Council* does not discriminate and offers equal opportunities to all International students to participate.
- The *MEBA Council* embraces diversity and welcomes all students, both Internationals and Norwegians, to its activities.
- The official language of the *MEBA Council* is English.
- The *MEBA Council* is one of the local branches of the “International Students’ Union of Norway” (referred to as *ISU Norway*), to which it reports and maintains continuous contact.

c) Membership

- All full-time students with a valid student ID, a valid semester card and an international passport, studying at NHH Norwegian School of Economics (referred to as *MEBA students*).

d) Status of the Constitution

- The Constitution is the document that regulates all actions and activities of MEBA members and the *MEBA Council*.
- The Constitution shall be available to all members of the organization.

II Organisation

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- The *MEBA Council* consists of
 - Leader
 - Treasurer / Deputy Leader
 - Head of Academic Affairs
 - Head of Communications
 - Head of Social Affairs
 - Head of Projects
- The six members of the *MEBA Council* hold a status as trustees in “Norges Handelshøyskoles studentforening” (referred to as NHHS).
- The *MEBA Council* schedules meetings among the Executive Board members on demand, preferably twice a month.

General Responsibilities

- All Executive Board members shall further the objectives of *ISU Norway*, take initiative in proposal of specific tasks, organize and conduct activities.
- All Executive Board members are obliged to attend Executive Board meetings.
- All Executive Board members shall approve two representatives for the National Assembly of *ISU Norway*.
- All Executive Board members shall approve one representative for each Leadership Meeting of *ISU Norway*.
- All Executive Board members are responsible for informing *MEBA students* about current activities.
- All Executive Board members are going to produce documents (white-books) to give account of his/her experience in the *MEBA Council* for the use of his/her successor.

Personal Responsibilities

a) Leader:

- Coordinate the work of the *MEBA Council* and be responsible for its progress, dividing responsibilities among the members and act in supportive capacity to ease the workload of the other members.
- Encourage and follow up on academic and social needs and suggestions from *MEBA students*.
- Ensure representation of the *MEBA Council* in internal recruitment events, such as “Standsaften”, or delegating the responsibility for doing so.
- Act as the main contact person and the figurehead for the *MEBA Council* and *MEBA students* towards all external bodies.
- Arrange company visits and manage relations with companies, or delegating the responsibility for doing so.

- Maintain relationship with MEBA Alumni.
- Follow the general instructions of NHHS for leaders of “underutvalget” (sub-groups)

b) Treasurer / Deputy Leader

- Work actively to secure funding for all events organized by the *MEBA Council*, including TEDxBergen, following ethical standards.
- Appointed as Deputy Leader by default and acts in leader’s capacity in the case of his/her absence.
- Work towards finding corporate partners for the *MEBA Council* and its projects in case that there is none.
- Maintain and improve the relations with the existing corporate partners for the *MEBA Council*.
- Organize and catalogue all documents and financial records of MEBA events and give access to them upon request.
- Follow the general instructions of NHHS for treasurers of “underutvalget” (sub-groups).

c) Head of Academic Affairs

- Monitor and improve the quality of the courses in the Master of Science in Economics and Business Administration program (referred to as *MEBA program*) at NHH Norwegian School of Economics, through course evaluations and feedback with the lecturers.
- Act as the main contact person for “Fagutvalget”, student administration, the faculty and profile coordinator of the MEBA program in situations regarding the whole student mass as well as in situations with student anonymity.
- Work towards getting more seminars and presentations in English along with Norwegian.
- Monitor the quality of the Norwegian language courses offered at NHH.

d) Head of Communications

- Operate and maintain *MEBA Council's* computer equipment and office furniture.
- Operate and maintain the MEBA website (<http://meba.nhhs.no/>).
- Produce information about the *MEBA program*, the activities of the *MEBA Council* available to all students at NHH via e-mail, website updates, flyers and social media platforms.
- Facilitate and maintain the means of communication within the MEBA community, NHHS groups and corporate partners.
- Organize the Buddy Program, a request from NHH Marketing Department, and assisting new fulltime International students upon their arrival to Bergen.

e) Head of Social Affairs

- Create a cohesive social environment within the *MEBA student* body by arranging social gatherings, trips, parties, excursions, dinners, and similar social events.
- Work towards greater social integration between the MEBA, Norwegian and Exchange students, and assist NHH and NHHS in the organization of international events.
- Cooperate with the International Committee (referred to IC) and other subgroups in NHHS to arrange joint events with MEBA, Norwegian and Exchange students.
- Form teams and groups to work on specific events.

f) Head of Projects

- Ensure happening of TEDxBergen; recruit team members, plan and organize the venue and the event, assure that the event follows all the TED guidelines with high quality delivered.
- Solely holds the authority to sign contracts on behalf of TEDxBergen, or appoints the authority to do so to a member of the organizing team. (*organization number 915 763 642*)
- Work actively to secure funding for the event in collaboration with the Treasurer of the *MEBA Council*.
- Act as Leader in arranging the Business Trip, or delegating the responsibility of doing so. However, still being the Co-leader of the trip.

III Elections

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- Follow the general guidelines of NHHS stated in the *Law of NHHS, subsection III*.

IV Finances

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- The *MEBA Council* shall comply with the general instructions for “underutvalg” (sub-groups) in NHHS.

V Activities

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- a. *MEBA Council* has the right to be present with one representative in the International Academic Committee (IAC) at NHH.
- b. *MEBA Council* shall cooperate with Fagutvalget in order to keep International students updated on academic matters and provide inputs from an International perspective.
- c. *MEBA Council* shall organize the Buddy Program for incoming International full-time students, the Business Trip, TEDxBergen, Cabin Trips and the “julebord” (to name the most important events). The *MEBA Council* shall through these events, parties, trips and other social activities work towards greater social integration between Norwegian and International students and in this way increase cultural integration.
- d. *MEBA Council* shall cooperate with the International Committee NHHS to raise integration among exchange students and *MEBA students* in order to create a stronger international environment at NHH.
- e. *MEBA Council* shall cooperate with “Næringslivsutvalget” NU in order to get businesses for recruitment of International positions to NHH.
- f. *MEBA Council* shall organize and coordinate the Business Trip, which is held annually either in the Spring semester or in the Fall semester. The Business Trip’s goal is to increase awareness among Norwegian businesses of the International competencies present at NHH, by bringing possible candidates directly to their headquarters.
- g. *MEBA Council* shall be responsible for the coordination and information dissemination of events like the Welcome Week, excursions, gatherings et cetera.
- h. *MEBA Council* shall represent NHHS’ international students’ rights and needs through its membership in *ISU Norway*, ISU NHH.