

**THE CONSTITUTION OF
THE INTERNATIONAL
STUDENTS' UNION
OF NARVIK**

Main Provisions

The organization to which this Constitution refers is known as *International Students' Union of Narvik* referred to hereafter as ISU Narvik. ISU Narvik is autonomous part of the *International Students' Union in Norway*. ISU Narvik is an independent, democratic, non-religious, non-racial, non-profit student organization committed to the interests of all international students in Narvik University College. The official language of ISU Narvik is English.

ARTICLE 1: Membership

- 1.1 A member of ISU Narvik is a student with a student ID number and a valid semester card.
- 1.2 All members shall have the right to vote and to be elected as ISU Executive Board members.
- 1.3 All members shall be entitled to participate in ISU General Assembly (*see* **ARTICLE 4**) and all activities arranged by ISU Narvik.
- 1.4 The ISU Executive Board (*see* **ARTICLE 5**) has the right to release members from activities for a period of up to 4 weeks. Further exclusion will be under the jurisdiction of the ISU General Assembly.

ARTICLE 2: Objectives

ISU Narvik shall:

- 2.1 Represent the interests of all members in way possible, including among them: Statements and comments made by the Narvik University College, matters concerning members in general (e.g. general welfare, social problems, language, accommodation, admission to the university and others).
- 2.2 Promote unity among members, socially, culturally and others.
- 2.3 Form and develop good relations between members and the community where they live and study.
- 2.4 Communicate with and assist other organizations of similar or compatible objectives.
- 2.5 Co-operate with the Student Board (Student Parliament) and other organizations of Narvik University College to further common objectives.
- 2.6 Organize and/or participate in different actions and functions that advance or are compatible with the above objectives, as desired.

ARTICLE 3: Organization

- 3.1 ISU Narvik consists of Legislative authority – General Assembly and Executive authority - Executive Board.
- 3.2 The General Assembly is the primary decision-making body of ISU Narvik. The General Assembly shall consist of all ISU Narvik members.
- 3.3 The Executive Board is the party that enforces the decisions of the General Assembly.
- The Executive Board shall consist of President, Vice-President, Secretary, Treasurer, Web-Master, Public Relations Officer and 3 Organizing Officers.

ARTICLE 4: Legislative Authority (ISU General Assembly)

- 4.1 ISU General Assembly (referred to hereafter as GA) will carry out and approve changes in the Constitution of ISU Narvik, determine working plans and elect the Executive Board.
- 4.2 The GA will be appointed at least once a semester when this is considered convenient (by the Executive Board) for the members.
- An extraordinary GA must be called in the cases of:
- 4.2.1 Removal or resignation of the President
- 4.2.2 Removal or resignation of the Vice-President
- 4.2.3 The Executive Board demands it.
- 4.3 Notice will be sent to the all ISU Narvik members at least two weeks before the GA. The second notice must be send two days before the GA.
- 4.4 An agenda must be available to all members at least one week before the GA.
- 4.5 The GA shall be opened by the President. The Executive Board will appoint a chairperson who will be approved by the GA. GA will approve and follow the agenda.
- 4.6 The Executive Board will present report about activities performed and the ISU financial status. Other topics can be included on request.
- 4.7 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.
- 4.8 The chairperson has the right to remove the right to speak from any participant who disrupts or obstructs the proceeding of the GA.
- 4.9 Speakers shall adhere to the matter being considered. The Chairperson shall bring back to order any speaker failing to do this.

Voting Procedures during the General Assembly

- 4.10 Any ballot shall not be valid until at least 10% of the ISU Narvik members with the voting right are present.
- 4.11 The variety of 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.
- 4.12 A vote shall be taken for the preferred option. Any option that receives at least 50%+1 of the votes (excluding abstentions) shall be considered chosen.
- 4.13 If there are more than 2 alternatives and none of the options receives at least 50%+1 of the votes, there shall be a consecutive ballot (according to **ARTICLE 4.12**) between the two alternatives which received most votes during the first ballot.
- 4.14 No interruptions shall be allowed during the vote or the count.
- 4.15 Secret ballots shall be taken on request by any 3 members of the GA with the right to vote.
- 4.16 At least two independent persons shall observe the holding of the vote and shall be responsible for counting of the votes.

Election of the Executive Board

- 4.17 Any member, indicating willingness or appointed by the Executive board (or by another member of the GA), can be nominated for a position of Executive Board member. Nominated candidates must either be present or have indicated willingness to be members of the Executive Board in written form to the GA.
- 4.18 Elections of Executive Board members will follow the voting procedure and shall be taken on a secret ballot.
- 4.19 Nominations and elections of each position will be done separately in the following order: President, Vice-President, Secretary, Treasurer, Public Relation Officer, Web-Master, 3 Organising Officers.
- 4.20 If a position remains vacant after elections, the Executive Board may appoint a member for this position. Notice shall be given to all members after the appointment.

ARTICLE 5: Executive Authority (The Executive Board)

- 5.1 The Executive Board members shall be elected at the General Assembly once a year.
- 5.2 The Executive Board members shall hold a meeting at least once in two weeks.
- 5.3 The Quorum of the Executive Board shall be 75% of the members (at least 7 from 9 members).
- 5.4 The Executive Board meetings shall be open for all ISU members, but can be held closed (only Executive Board members) in special cases.
- 5.5 Executive Board members can be removed from position by a vote of simple majority during an Executive Board meeting in case of:
 - 5.5.1 Economic frauds (which will be reported to the police).
 - 5.5.2 Actions contrary to the interests of ISU.
 - 5.5.3 Failing to attend 4 consecutive Executive Board meetings without valid written reason submitted to the President.
- 5.6 If an Executive Board position becomes vacant after the removal or resignation of an Executive Board member, the President may appoint a member for this position. This candidate shall be approved by the Executive Board (Notice shall be given to all members after the appointment).
- 5.7 Whenever a person is voted for, during the Executive Board meetings, the ballot shall be secret.
- 5.8 Notice of Executive Board meeting shall be sent to Executive Board members at least five days beforehand or less in special cases.
- 5.9 An agenda for Executive Board meeting must be available at least two days beforehand.

Obligations of the Executive Board members

- 5.10 General obligations of the Executive Board members.
 - 5.10.1 All Executive Board members shall further the objectives of ISU, take initiative in proposal of specific tasks, organize and conduct ISU activities.
 - 5.10.2 Executive Board members are obliged to attend Executive Board meetings. In case of absence they have to inform the President in written form beforehand.
 - 5.10.3 The Executive Board shall approve two representatives for National Assembly.
 - 5.10.4 Executive Board members are responsible for informing members about current activities.

- 5.10.5 Provide all members with information about ISU and ISU activities as soon as possible.
- 5.11 Obligations of the **PRESIDENT**
- The President shall:
- 5.11.1 Represent ISU for local authorities.
 - 5.11.2 Delegate responsibilities when needed.
 - 5.11.3 Motivate, assist and navigate Executive Board members in their tasks.
 - 5.11.4 Ensure that Executive Board members follow their obligations.
 - 5.11.5 Determine the Agenda for Executive Board meetings.
 - 5.11.6 Sign the bank account and all other official documents and papers.
- 5.12 Obligations of the **VICE-PRESIDENT**
- The Vice-President shall:
- 5.12.1 Assist the President in all listed duties.
 - 5.12.2 Function as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President.
- 5.13 Obligations of the **SECRETARY**
- The Secretary shall:
- 5.13.1 Keep and take care of ISU correspondence.
 - 5.13.2 Send the notices and agendas on time.
 - 5.13.3 Write the reports of all meetings and Attendance List.
 - 5.13.4 Present the reports of the previous meeting for the approval and signature to the President.
 - 5.13.5 Maintain an updated list of all ISU members.
- 5.14 Obligations of the **TREASURER**
- The Treasurer shall:
- 5.14.1 Maintain and control the finances of ISU.
 - 5.14.2 Work on fund-raising activities.
 - 5.14.3 Write detailed financial report and present them to the Executive Board at the end of every semester.
 - 5.14.4 Present the budget and the accounts at the General Assembly.
 - 5.14.5 Sign the bank account.
- 5.15 Obligations of the **PUBLIC RELATIONS OFFICER**
- The Public Relation Officer shall:
- 5.15.1 Co-operate with the Treasurer in fund-raising activities.
 - 5.15.2 Promote ISU.

5.16 Obligations of the **WEB-MASTER**

The Web-Master shall:

- 5.16.1 Update and maintain the ISU homepage.
- 5.16.2 Ensure to reach as many members as possible with information via the internet.
- 5.16.3 Maintain an updated e-mail list of all members.
- 5.16.4 Keep private information of the ISU members secure (on the website).

5.17 Obligations of the **ORGANIZING OFFICERS**

The Organizing Officers shall:

- 5.17.1 Inform members about all ISU activities.
- 5.17.2 Be the link between ISU members and the Executive Board.

ARTICLE 6: Economy

- 6.1 Executive Board shall prepare a preliminary budget for the GA.
- 6.2 ISU Narvik receives the economic resources from:
 - The administration of Narvik University College;
 - Other sources.
- 6.3 ISU financial year runs from 1st January and ends 31st December.

ARTICLE 7: Amendments to the ISU's constitution

- 7.1 The support of at least two thirds of the members with the voting right present at the GA shall be required to amend the Constitution.
- 7.2 Any action contrary to the Constitution shall be subject to approval by the two thirds of the members present at the GA.
- 7.3 Amendment proposals should be sent to the Executive Board at least 2 weeks before the GA.

ARTICLE 8: Dissolution of ISU

Dissolution of ISU is possible if all members with voting right are present at General Assembly and unanimously decide to dissolve ISU. All property and resources will be returned to their origin.