

**THE CONSTITUTION OF
THE INTERNATIONAL
STUDENT UNION OF
TELEMARK**

(ISU Telemark)



§ 1. Preamble

1.1 Aim of Telemark International Student Association

The aim for ISU TELEMAR is to break the boundary of nations, religions and cultures and give all the students a multi-culture and abundant environment for both education and social life.

1.2 The name and Logo

The name is Telemark International Student Association (ISU TELEMAR) and it is a branch of International Student Union (ISU).

The logo of ISU TELEMAR is



§ 2. Membership

2.1. Requirements

A member of ISU TELEMAR is a student with a student ID number and a valid semester card, included both Norwegian students and international students.

2.2. Rights

- All members shall have the right to vote and to be elected as ISU TELEMAR members.
- All members shall be entitled to participate in ISU General Assembly (*see §.7 legislative authority*) and all activities arranged by ISU TELEMAR.
- The ISU TELEMAR Board (*see §.3 Board*) 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.

§ 3. Board

The executive board is composed by 10 members, including president and vice-president, financial manager and vice financial manager, human resource manager and vice human resource manager, IT manager and vice IT manager, public relation manager and vice public relation manager.

The executive board meeting should be held each two weeks. Everyone in the executive board should join the meeting. If someone needs to ask for leave, he or she should inform the president advanced. Each meeting will have a reference and reference should deliver the minute on the public web group of ISU TELEMAR as soon as possible.

- Obligations of the **PRESIDENT**

Represent ISU for local authorities and ISU TELEMAR.

Motivate, assist and navigate Executive Board members in their tasks.

Sign the bank account and all other official documents and papers.

President should organize each executive board meeting and determine agenda of meeting.

- Obligations of the **VICE-PRESIDENT**

Work as a coordinate of the president.

Assist the President.

Function as President in the absence of the President. In this case the Vice-President will receive all rights and duties of the President.

- Obligations of the **Financial Manager**

Maintain and control the finances of ISU TELEMAR.

Work on fund-raising activities.

Write detailed financial report and present them to the Executive Board at the end of every semester.

Present the budget and the accounts at the General Assembly.

- Obligations of the **Vice Financial Manager**

Work as the coordinate of Financial Manager.

- Obligations of the **Human Resource Manager**

Record all the information of members and update the information each semester.

Organize the activities and member gathers: book the place, coordinate the members, ensure the sequence of the activities, co-operate with financial department.

Record all the documents of activities and meetings.

- Obligations of the **Vice Human Resource Manager**

Work as the coordinate of Human Resource Manager.

Update and maintain the ISU TELEMAR homepage, room in the classfonter and any space related to our organization.

Ensure to reach as many members as possible with information via the internet.

Keep private information of the ISU members secure.

Keep all the documents of ISU TELEMAR secure.

Write minute of each board meeting and important event that we organized.

In charge of updating our member database.

- **Obligations of the Vice IT Manager**

Work as the coordinate of IT Manager.

- **Obligations of the Public Relation Manager**

Market ISU TELEMAR as much as possible to the public.

Make posters for every events that we are going to organize.

Keep contact with the teachers in school and all the companies that we have relations with, in order to provide all the ISU members information of job opportunities and necessary help.

- **Obligations of the Vice Public Relation Manager**

Work as the coordinate of **Public Relation Manager**

§4. Election

- The election is legal only if 3/4 of the members of ISU TELEMAR are present and vote.
- 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.
- Elections of Executive Board members will follow the voting procedure and shall be taken on a secret ballot.
- Nominations and elections of each position will be done separately in the following order: President, Vice-President, Financial Manager, Human Resource Manager, IT manager, Public Relation Manager, vice Financial Manager, vice Human Resource Manager, vice IT manager and vice Public Relation manager.
- Nominator in each position with majority votes get the position automatically.
- 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.

§ 5. Economy

ISU TELEMAR receives the economic resources from:

- The administration of Telemark University College and International office of Telemark University College;
- Other sources.

ISU TELEMAR financial year runs from 1st January and ends 31st December. The budget of ISU TELEMAR is separated into two parts: Autumn (1st July to 31st December) and spring (1st January to 31st June)

§ 6. Dissolving

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.

§ 7. Legislative Authority (ISU General Assembly)

7.1 ISU General Assembly (referred to hereafter as GA) will carry out and approve changes in the Constitution of ISU TELEMAR, determine working plans and elect the Executive Board.

7.2 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:

7.2.1 Removal or resignation of the President

7.2.2 Removal or resignation of the Vice-President

7.2.3 The Executive Board demands it.

7.3 Notice will be sent to the all ISU TELEMAR members at least two weeks before the GA. A second notice must be send two days before the GA.

7.4 An agenda must be available to all members at least one week before the GA.

7.5 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.

7.6 The Executive Board will present report about activities performed and the ISU financial status. Other topics can be included on request.

7.7 All participants in the GA shall have the right to speak. Speakers shall address the GA through the chairperson.

7.8 The chairperson has the right to remove the right to speak from any participant who disrupts or obstructs the proceeding of the GA.

7.9 Speakers shall adhere to the matter being considered. The Chairperson shall bring back to order any speaker failing to do this.