



International Students' Union of Norway

GUIDELINES

National Board Activities, Tasks and Conduct

Version: October 2009

The following informal guideline represents principles and practices that guide the International Students' Union of Norway National Board (NB) in order to conduct its affairs, that is, NB's activities, tasks and conduct.

General Guidelines

These guidelines are not rigid but rather flexible according to the needs of the NB. They are meant to create a healthier working environment and office attitude and should be updated as the organization grows and learns.

Duties

Duties of the National President (as per ISU constitution):

- Representing international students to the Norwegian Government and to external organizations;
- Maintaining communication with the local branches;
- Being the link between local branches and national ISU, NSU and StL;
- Representing international students in NSU's and StL's national meetings;
- Being Responsible for ISU's finances; and
- Leading the work of ISU in the establishment of new ISU branches in Norway.

Duties of the 1st and 2nd National Vice Presidents (as per ISU constitution):

- Being Responsible for securing additional funding for ISU;
- Being Responsible for establishment of new ISU branches in Norway; and
- Other responsibilities as delegated by the National President.

Duties of the National Secretary:

- Being responsible for the daily running of the organization, including external and internal communication, administrative procedures, and financial management;
- Arranging the practicalities of the ISU National Assembly and Leadership Meetings;
- Translating documents and translating during meetings when and if needed; and
- Other responsibilities as delegated by the National President

Salaries

Kunnskapsdepartementet (KD) – The Norwegian Ministry of Education and Research determines the amount that is to be spent on salaries. The indicator for any change in the amount should be reflected in the yearly financial support.



The salary of both ISU National President and Secretary will be 33% of Level 14 (Stilling på lønnstrinn 14) that amounts to 5,900 NOK per month in 2009. Both will also receive vacation money that will be determined by the accountant (around 10% of previous year's salaries).

ISU will cover work-related transportation costs for the National President and Secretary within reasonable limits, the National Board will make an individual agreement concerning this issue with each new President and Secretary. ISU recommends that all ISU related telephone-calls are made from the office phone, but in case the use of private phones is necessary, an arrangement should be agreed upon between the NB and the involved party.

The ISU National President will start his or her salary from November of each year and for a period of 13 months.

The ISU Organizational Secretary will start his or her salary upon appointment and for the period of his or her service.

Hiring National President

The National Assembly elects the ISU National President each year for a period of 13 months (October to November). It is the responsibility of the National Office to make the vacant position for National President known to possible candidates by posting an ad at universities, colleges and relevant websites. The elected president signs a contract for 13 months specifying tasks, responsibilities and salary.

Hiring National Secretary

ISU hires ISU National Secretary. The National Office is responsible for making the vacant position of National Secretary known to possible candidates by posting the ad at universities, colleges and relevant websites in due time before the resigning secretary is leaving the office. After the application dead line is passed, suitable candidates should be invited for an interview. Applicants that are not offered the job are to be contacted by e-mail as soon as the new secretary has signed the trial period contract, to let them know they were not elected this time. The secretary is hired for a trial period of two months and can subsequently be offered a permanent contract. The ISU National Secretary does not have a limited contract period when the trial period is over.

Accounting and Auditing

ISU NB has to manage the organization's finances; including following up the accounting and auditing companies, ensuring that all deadlines are held and that all the financial documents are clear, correct and understandable in two languages (where applicable).

ISU NB hires an accountant (aka accounting company) to manage the overview of the finances and pay the salary and taxes for the organization. Financial documents should be sent to the accountant for revision twice per year, preferably August (for documents from January to July of each year) and January (for the whole fiscal year).



ISU NB hires an auditor (aka auditing company) to ratify the report produced by the accountant. Ample time should be given for both the accountant (to send the budget of the fiscal year) and the auditor (to ratify before mid March of each year.)

Fiscal Year and Reporting

ISU National's fiscal year runs from 1 January to 31 December. The National Office is responsible for the financial report to the National Assembly every autumn.

ISU NB has to prepare a report of the past fiscal year where the accountant has to provide the budget and the auditor should ratify it.

ISU NB has to prepare an application for funds (refer to previous applications and reports), along with the accountant report and the letter from the auditor, and send them to KD by the end of March of each year.

ISU National President has to be signatory on the ISU bank accounts and have access to them through net bank. The National Secretary also has access to all the ISU bank accounts and is responsible for bank transactions that are previously approved by the President. The ISU accounting company should also have access since they are in charge of paying ISU salaries and taxes.

Funding

Apply for funding from KD. This application should correspond with previous applications and include all necessary information about finances as well as an overview/number of international students in Norway (available from SIU or NSD).

Apply for funding from Frifond Organisasjon through our partner Landsrådet for Norges barne-og ungdomsorganisasjoner – The Norwegian Children and Youth Council (LNU). This application takes place every year where LNU distributes the Frifond funds to the ISU National Office according to their guidelines. ISU National Office receives the amount on behalf of Local Branches. The latter prepare applications and submit them to the NB for evaluation and accordingly NB distributes the Frifond to the Local Branches. NB will follow up on the Local Branches' spending of Frifond funds according to Frifond Guidelines (refer to the mentioned document for more info). NB will make sure the Frifond archives at the National Office are correct and understandable in case of inspection from LNU, as per requirement in their guidelines.

ISU can also apply for funding from NSU or StL as per partnership agreements (refer to partnership agreement documents) in extraordinary cases.

Local Branches

Follow up the local branches on monthly bases and especially during the time that General Assemblies are taking place. The National Secretary is responsible for following up with Frifond applications and reports from the Local Branches. The contact person for the NB in the Local Branch is the local ISU President unless otherwise specified. The local president is responsible for distributing information from NB to the branch members.



National Assembly and Leadership Meetings

Organize the National Assembly once each year in cooperation with one hosting local branch. The local branch should present their candidacy for hosting the next event during the National Assembly of each year. If more than one local branch is ready to host the event, then the local branches should compete based on some agreed upon criteria; (a) attractiveness of the location, (b) availability of funds, (c) the amount of funds and (d) the ability/experience of the local branch to organize the event.

Organize Leader's Meetings twice each year in cooperation with the two hosting local branches. Two local branches should present their candidacy for hosting the next two events during the National Assembly of each year. If more than one local branch is ready to host the event, then the local branches should compete based on some agreed upon criteria; (a) attractiveness of the location, (b) availability of funds, (c) the amount of funds and (d) the ability/experience of the local branch to organize the event.

Office Conduct

The ISU office space is shared with NSU and it is important to keep the good conduct and relationship with the others in the office space.

If there are conflicts between the ISU office workers, the conflict should be dealt with within the office, not involving outsiders. If the workers feel they are not able to resolve the conflict alone, they can agree to contact others for help.

The workers should take care not to spread sensitive information to persons outside the ISU office. Sensitive information can be personal information about individuals, bank account number, information about ongoing negotiations with government officials etc.

Office Tasks

Answer questions and enquiries from students, student organizations, and others. Meetings with partners and others can be at the office, and it is important to ensure the booking of the meeting room.

Daily/weekly tasks include receiving mail, updating website, archiving reports, documents and financial papers.

The National Office keeps the organization's history and it should be kept in a way that is easily accessible for predecessors.

The National Office keeps e-copy of all documents (where applicable) and the naming of the documents should be easy, accessible and transparent.

Misuse or Abuse of Funds

The NB is to be conscious and ready to investigate any misuse or abuse of funding. In severe cases assistance from the accountant and/or auditor will be requested to be part in the enquiry. The responsible party will be allowed to explain him-/her-/themselves, but the police will be



contacted if the irregularities are suspected to be illegal. If NB fails in doing so, the National Assembly has the power to oversee the finance, follow up and take action accordingly. If misuse or abuse of funding takes place during the year, Local Branch presidents have the right to ask for an extraordinary National Assembly.

Website

The objective of the having a website is to allow a medium for international students, partners, student organizations, media and others to find easily accessible and transparent information about ISU. News concerning international students are to be posted and links to relevant websites are to be available. This information should be updated on weekly basis (if necessary and if applicable.)

The NB is responsible for the updating but NB hires a Webmaster to take care of the uploading of informational and documents for the website.

Partners

ISU is cooperating with several Norwegian organisations: (a) NSU (Norsk studentunion), and StL (Studentenes landsforbund) that will be joined to be one organization by mid 2010, (b) Studentenes og Akademikernes Internasjonale Hjelpfond (SAIH) - the Norwegian students' and academics' fund focused on fostering education in the developing world, (c) Landsrådet for Norges barne- og ungdomsorganisasjoner (LNU) – the umbrella organization for youth in Norway, and (d) Utviklingsfondet Ungdom (Spire) – the youth organization for the development fund.

ISU NB attends their regular meetings and or sends representatives on behalf of NB according to the partnership agreements (if applicable) between ISU and each of the above organizations.

ISU is also a member of the Association of NGOs in Norway (Frivillighet Norge), and has through this membership the possibility to borrow meeting rooms and attend seminars etc. after agreement with Frivillighet Norge.

Networking

Keep a dialogue and lobby for decisions in favor of international students with relevant authorities such as institutions of higher education, Lånekassen, Kunnskapsdepartementet (KD) – the Ministry of Research and Higher Education, Norwegian Parliament, Utlendingsdirektoratet (UDI) - Norwegian Directorate of Immigration, Police, etc.

Notes

No additional notes at this point.