



## Constitution

# International Students' Union of Norway

## 2019 Edition

### § 1. Objectives

The International Students' Union of Norway (ISU) is an independent, democratic, non-profit, non-partisan student-run organization that is committed to the interests and rights of all international students studying at institutions of higher education in Norway. ISU embraces diversity and welcomes all students to its activities and proceedings. ISU does not discriminate nor promote on the basis of race, religion, creed, gender, political or sexual orientation, marital status, physical or mental disability, language fluency, nationality or country of origin.

ISU Norway is committed to the rights and interests of all international students studying at institutions of higher education in Norway and will do anything in its power to preserve and defend the rights of all international students in Norway.

### § 2. Membership

A member of the International Students' Union of Norway is an organization at a tertiary institution with a democratically elected board that represents the interests of all the international students at that institution and has been accepted by a two-thirds majority of the National Assembly or either of the two Leadership Meetings.

A new member branch will automatically receive full voting rights immediately after being approved by the National Assembly or Leadership Meeting. Member organizations may be called ISU Local Branches. ISU Local Branches must

represent all the international students at its tertiary institution. It must be possible for any international student to run for a position on the board of an ISU Local Branch.

### **§ 3. Organization**

**§ 3.1:** The National Assembly (NA) is the highest decision-making body of ISU. The NA is responsible for the implementation and monitoring of the political platform, the adoption of the following year's action plan, the approval of the annual financial report, according to the budget applied for by ISU and the annual National report of the National Board, and the NA is also responsible for electing the new National Board members. The NA has the mandate to give approval of the National Board work and release from any responsibility after the end of their mandate. The National Board determines the location for the National Assembly.

The National Assembly will be chaired by a person with no active stake in ISU. If a neutral third party is unavailable to act as a chairperson for the NA, then the NA may elect a chairperson from among the delegates who is trusted to show no bias. Under such circumstances, that chairperson will lose his/her voting rights.

The election procedure is as follows: A candidate needs a majority of 50% + one vote to become the chairman. If nobody gains a majority in the first voting round, a new round starts where the candidate with the lowest vote count from the previous round is eliminated. This continues until one candidate gains a majority.

**§ 3.1.1:** The NA consists of:

- a) Delegates with speech, proposal and voting rights: Two representatives from each ISU local branch and the all national board members. Voting representatives from each branch can be changed before and during the NA with written notification to the Organizational Consultant.
  
- b) Observers with speech and proposal rights:
  - I. Committee members,
  - II. ISU Organizational Consultant,
  - III. Representatives from potential member branches,
  - IV. One representative from Norsk Studentorganisasjon (NSO)
  - V. One representative from ANSA (Association of Norwegian students abroad)

- VI. One representative from Studentenes og Akademikernes Internasjonale Hjelpfond (SAIH).
- VII. One representative from Spire (Utviklingsfondets Ungdom)
- VIII. One representative from ESN-Norway

With a simple majority, speech and proposal rights can be given and removed from one or more specific observers.

**§ 3.1.2:** The NA can decide when meetings or parts of meetings should be closed-door meeting (including delegates, the organizational consultant, the chair and others when the situation demands) with an absolute majority vote.

**§ 3.1.3:** NA has the necessary quorum when at least 80% of the delegates are present. Simple majority decides NA's resolution. The number of voters in the room must be counted before the start of each round of voting. No voting delegates are allowed to enter or leave the room until the voting round is completed. If not in the room when discussions start, delegates will not have voting rights for that particular issue. The following procedures require a simple majority of the NA;

- I. Approval of NA's resolution or resolutions,
- II. Appointment of a Chairperson to the NA,
- III. Acceptance of the meeting schedule and agenda,
- IV. Reopening a closed meeting schedule or agenda &
- V. Accepting changes made to the reopened meeting schedule or agenda.

**§ 3.1.4** Roll call will take place each morning of the National Assembly and Leadership Meetings. If the delegate misses two total roll calls without a valid excuse, they will be responsible for covering all of their costs for the meeting.

**§ 3.1.5:** NA can, with a two-thirds majority vote, deny delegates their rights given to them in §3.1.1 if their branch has violated § 3.4.6. They will then get the status of "not elected" and are not included in the 80% quorum-demand.

**§ 3.1.6:** A vote of 50% or more gives the decision of the National Assembly. All extraordinary proposals that require a vote must be given in writing to the Organizational Consultant.

**§ 3.1.7:** The National Board calls for a National Assembly once each academic year. The NA must take place in the spring semester after two Leadership Meetings have occurred.

An extraordinary National Assembly can be called by:

- The ISU National Board, following the procedure laid out in §3.3.4

Or

- Two –thirds of the ISU Local Branch Delegates.

### **§ 3.2: Executive Board:**

The ISU Executive Board (ISU EB) is elected by the National Assembly to be its representative. ISU EB meets at least two times per month. The Executive Board shall consist of:

- I. National President
- II. Union Development Officer
- III. Political Affairs Officer

ISU National Board hires an Organizational Consultant. ISU National Board receives a Plan of Action from the National Assembly. In cases where the National President is not available for important events or periods, the President chooses a stand-in based on responsibilities, current workload and availability, the stand-in shall be granted the authorities of National President on an interim basis.

ISU National Board members are elected for a period of 1 year, after which new elections are held. No post in ISU National Board may be held for more than two consecutive years at a time. Anyone holding a local board position, who gets elected as NP resigns immediately from the local board.

All other NB positions have a grace period of one month within which to resign and help organize elections to fill up the local board position. There is an overlapping period of one month in ISU National Board, after which the incoming elected representatives fully assume the responsibilities of the position.

The Executive Board publishes a monthly report on its activities and is in charge of the fundraising for ISU Norway.

#### **§ 3.2.1 Duties of the Executive board members:**

##### **The National President**

- I. Is the main representative/face of the ISU Norway, both internally and externally.

- II. Responsible for representation of the ISU Norway at the meetings of partner organizations, the Norwegian Government and other external organizations.
- III. Represents the ISU EB and chairs all board meetings.
- IV. Responsible for working closely with the OC.

#### **Union Development Officer**

- I. Is responsible for supporting the work of the president of ISU-Norway.
- II. Is responsible for maintaining regular communication with the ISU Local Branches, maintaining regular communication with international office representatives at the different institutions, and being the link between the ISU local branches and the NB.
- III. The UDO should have the sole responsibility of visiting and contacting the local branches to give them support and assistance, if necessary, with the election of new boards to ensure the continuity.
- IV. Leading the work of the Regional Cooperation Groups (RCGs).
- V. Monitoring the possible enlargement of the organization, if appropriate, for the creation of a new local branch

#### **Political Affairs Officer**

- I. Monitoring media possibilities for ISU and using them appropriately with approval of the NP, in accordance with the ISU Norway Platform 2009.
- II. Is responsible for publishing press releases approved by the NB.
- III. Leading the information campaigns together with the National President.
- IV. Is responsible for the reception and presentation of cases and petitions from the local branches to NB.
- V. Tracing the national and regional laws regarding international students and inform local branches.
- VI. Is in charge of bringing issues regarding housing and academic welfare of students to the NB.

Major disagreements in the Executive Board must be escalated to the National Board, with the help of which it should be discussed no later than two weeks after notification.

Each Executive Board member should present to the National President, one month before the National Assembly, an annual report of his/her activities. The

Board members shall remain in office for a term of one year. The term of office may be shorter on transitional basis to coincide with the National Assembly.

### **§ 3.3: National Board:**

ISU National Board (ISU NB) is elected by the National Assembly to be its representative. ISU NB meets at least five times a year. The National Board shall consist of:

- I. Chairman
- II. Deputy Chairman
- III. Treasurer
- IV. Political Auditor
- V. All three EB members

In addition to the four National Board positions, the three EB positions will be members of the National Board, making the NB consist of 7 members.

#### **§3.3.1 Role of the National Board**

- I. National Board and LBs will receive individual reports from the EB sent on a monthly basis and a final annual report in the last meeting before the National Assembly.
- II. ISU National Board will review and approve ISU Norway's accounting and revised budget four times a year and is legally responsible for the financial decisions taken at board meetings.
- III. ISU National Board hires an Organizational Consultant
- IV. ISU National Board decides the salaries of the Organizational Consultant and Executive Committee, which then gets ratified at the next LM.
- V. ISU National Board decides which case papers the National Assembly will discuss in their last meeting before the National Assembly. Local branches can of course submit their own case papers to the National Assembly.
- VI. The National Board can change the list of ISU Norway local branches if they become inactive with 2/3 vote majority of the NB. This decision made by the NB must be ratified by a 2/3 majority vote out of the delegates present in the following National event (NA/LM)
- VII. Following a written warning from a NB meeting, any member from the NB or the EB can be dismissed from their position by 2/3 majority of the NB. Dismissals must be justified at the next LM or NA, where the dismissed person also has the right to voice their opinion.

VIII. The national board calls for Leadership Meetings, as described in § 3.3.7

### **§ 3.3.2 Operating Procedure of National Board**

- I. ISU National Board meets at least 4 times a year for no longer than a day each time.
- II. Local branch board members on the National Board represents the interests of all local branches and ISU Norway in meetings. They will not represent their own local branch in the board.
- III. Case papers are submitted to the National Board by the Executive Board. National Board may decide to give the Executive Board cases to work on and report back to the National Board.
- IV. The National President ensures that the Organizational Consultant provides the minutes from the meetings and/or work of National Board to the Local Branches.
- V. The decisions at the National Board shall be decided by simple majority. In the case of a tie the Chairman has a decisive vote.

### **§ 3.3.3 Duties of the National Board members:**

- **Chair** – Responsible for chairing all National Board meetings, calling for NB meetings, creating an agenda for NB meetings, and ensuring all NB members have tasks assigned and followed through with. In its absence, the chair can nominate one person from the NB to take their responsibilities on their behalf.
- **Deputy Chairman** – Assists Chairman and Political Auditor. Supports continuity with maintenance of local board resources and database. Ensures that branches have access to current ISU-material-
- **Treasurer** – Work with OC to create updates on budget and projected costs.
- **Political Auditor** – Ensures that all committees and boards at a local and national level are adhering to constitutional principles.

In order to run for a position on the NB or EB, the candidate must be a student in Norway for the following year.

### **§ 3.3.4: The Organizational Consultant:**

The Organizational Consultant is hired by a board which consists of the National President, a representative of NSO and the outgoing Organizational Consultant (if this person is available). The National President may also nominate one or more representative(s) of the ISU Local Branches and/or previous ISU branch

members to the hiring board. The National President is responsible for the final decision of the board. The duties of the Organizational Consultant are described in a separate Job Description document.

**§ 3.3.5: Working Groups:**

A Working Group may be formed by the National Board in order to perform certain tasks. Apart from this there shall be **Regional Cooperation Groups** (RCG), demarcated according to geographical proximity for areas of cooperation among local branches.

**§ 3.3.6: Leadership Meetings**

The ISU National Board, following the procedure laid out in § 3.3.4, calls for at least two or more Leadership Meetings (LM) during each academic year where each ISU Local Branch sends **one** delegate to discuss issues and follow up on the Plan of Action.

The LM has no decision-making power over the NA, but the LM has the authority to dictate a plan of action that would be binding until the next NA. The NA will always have the authority to overrule the decision of the LM concerning the plan of action.

One Leadership Meeting will take place each semester. Both LMs will take place before the National Assembly. Like the National Assembly, the LM must also be chaired by a neutral person with no active stakes in ISU.

**§ 3.4: ISU Local Branches:**

**§ 3.4.1:** Every ISU Local Branch has a president who is responsible for its operation.

**§ 3.4.2:** ISU Local Branches must present a written report on their activities to the NA. Presidents of ISU Local Branches are responsible for the reports to be delivered to the NA.

**§ 3.4.3:** ISU Local Branches are to work to create an environment at their respective educational institutions where international students can contribute and fulfill their educational, political and social potential. This includes representing international students to local student organizations, local school administration, the ISU National Assembly and ISU National Board.

**§ 3.4.4:** ISU Local Branches are considered as autonomous divisions of ISU with the exception of §2.



**§ 3.4.5:** ISU Local Branches can promote their cases to the ISU NA. Case papers should be sent three weeks before the NA.

**§ 3.4.6:** ISU Local Branches are to be run in a democratic manner, including, but in no way limited to, holding fair and open elections, and operating according to the explicit and implicit intent of the national constitution and the fundamental principles of the organization. An ISU Local Branch can be removed from membership in ISU Norway by a two-thirds majority vote of the NB, involving the preparation of a case for discussion and ratification at the next LM/NA. Ratification requires a 2/3 majority vote of the delegates present during LM/NA.

**§ 3.4.7: ISU consists of the following branches:**

ISU UiO, ISU UiB, ISU Trondheim, ISU Tromsø, ISU NMBU, ISU-OsloMet, ISU Narvik, ISU Stavanger, ISU NHH, ISU Bodø, ISU Telemark, ISU BI, ISU Agder, ISU Lillehammer, ISU HiNT, ISU HLT, ISU Harstad, ISU Kjeller, ISU NLA, ISU Ålesund, ISU Volda, ISU MF, ISU Gjøvik, ISU Kongsberg, ISU Drammen, ISU Hønefoss, ISU Bø, and ISU Vestfold.

**§ 3.4.8:** The NA/LM can increase the number of ISU Local Branches in order to include international students studying at other tertiary institutions in Norway.

**§ 3.4.9:** The Local Branch Boards have the right to ask the Executive Board questions which must be answered in no later than three weeks after reception.

**§ 3.4.10:** The Local Branches must inform the international students at their institutions no later than two weeks and the Union Development Officer no later than three weeks before Local Branch elections occur.

**§ 3.4.11:** The Local Branches are obliged to try to have representatives of either the International Office or the Student Parliament at their institution as observers to their General Assembly.

**§ 3.4.12:** ISU-Norway must have an ethical code of conduct.

**§ 3.5: Committees:**

**§ 3.5.1:** The NA approves the establishment of an ISU Committee. ISU Committees are formed to perform specific tasks or projects. The NA gives the Committee instructions on how to approach the task at hand.

**§ 3.5.2:** Committees are allowed to promote their own cases to the NA.

**§ 3.5.3:** Committees will present their work at the NA.

**§ 3.5.4: Political Committee**

- I. The Political Committee (PC) will be elected at the National Assembly.
- II. The Political Committee consists of up to 8 members.
- III. The PC is responsible for running political campaigns and coordinating the reaction to the Government State Budget in cooperation with the EC and the NB.
- IV. The Political Committee must meet at least six times per year.

**§ 3.5.5: Editorial Committee**

**Positions**

- I. Chief Editor
- II. Assistant editor
- III. Marketing manager
- IV. Maximum of five board members

**§ 3.5.5.1 Editorial Committee Responsibilities**

- I. Responsible for production of at least semesterly magazine publication.
- II. Involved in budgeting and strategic planning of magazines.
- III. Identify and contact potential advertisement partners/clients.
- IV. The board shall be answerable to the National board.

**§ 3.5.6: Elections Committee**

- I. The Elections Committee shall consist of three total members.
- II. No person can serve on the Elections Committee that is running for a national level board or committee position.
- III. The Elections Committee is responsible for interviewing and recruiting candidates for positions in any of the boards or committees.
- IV. If there is a vacancy in the Elections Committee then the National Board will elect the final spot.
- V. The election committee may set a deadline for applications for an election.
- VI. Once the set deadline for applications is passed, no more applicants can run for the vacant position at LM/NA. Until & unless no candidate has applied for the available position.
- VII. If only one candidate applied for one position, then they must get 50% + 1 vote out of all delegates present during LM/NA. If not, then, other interested candidates out of the delegates can run for the position.

**§ 3.5.7: Constitution Committee**

A Constitution Committee (CC) can be proposed and determined by the National Assembly or at one of the Leadership Meetings.

#### **§ 3.5.7.1: Composition of the Constitution Committee:**

1. A total of 5 to 7 members, which includes:
  - No more than 2 National Board members,
  - No less than 3 Local Branch representatives, which are chosen by simple majority vote
  - Two open places which can be for anyone with an interest in ISU Norway, which are selected by the remainder of the committee, for example:
    - Current or past board members of Local Branches,
    - Former Executive Board members,
    - Members of partner organizations - anyone: Norwegian or international.
2. If Constitution Committee members vacate their position, replacement members can be chosen by an LM or the NA.

#### **§ 3.5.7.2: Operation and Role of the Constitution Committee:**

- I. The leader of the Constitution Committee will be chosen from within and by the Constitution Committee, by a simple majority vote. The leader cannot be an Executive Board member and must have at least been a previous member of ISU in whatever capacity.
- II. The Leader of the Constitution Committee will have the responsibility to gather suggestions for changes from the National Board, Leadership Members, and at National Assembly meetings. The leader will place the suggestions in one document.
- III. The committee makes its decision on the final document with a simple majority vote.
- IV. Amendment proposals to the constitution will be sent to the National Board at least three weeks before the National Assembly.

#### **§ 3.6: Election procedure:**

A person is elected with a majority of 50% + 1 vote of the votes cast. If there are more than two candidates and none of them receive the necessary majority, the candidate that received the least number of votes is stricken and a new round of elections will be arranged. This will continue until one candidate is elected.

#### **§ 3.6.1: Vacancies**

If, due to any circumstances, a National Board member must lay down their

duties, the remainder of the NB decides on how to redistribute the position's responsibilities and decides on any compensation granted to EB members that must do extra work.

The remainder of the National Board then calls for extraordinary elections for the vacant position at a Leadership Meeting, following the decision procedures established in § 3.3.4.

NB members so elected remain in office until the next National Assembly, where regular elections must occur.

#### **§ 4: Finance:**

**§ 4.1:** The National Board will once a year prepare a Financial Report to the NA for presentation and approval. This Financial Report will contain the audited financial accounts of the previous year and a preliminary budget. In addition, the National Board should inform the NA about any major changes in the financial situation that may occur during the financial year.

**§ 4.2:** ISU receives economic resources from:

- I. NSO according to the contract between NSO and ISU,
- II. Ministry of Education and Research,
- III. Frifond from LNU
- IV. Grants from other organizations and institutes & Other sources.

**§ 4.3:** ISU's financial year runs from 1st January and ends 31 December.

The working budget runs from the 1<sup>st</sup> of July to the 31<sup>st</sup> of June, as KD (ministry of education and research) grants funding in June.

#### **§ 5 Impeachment Procedures:**

##### **§ 5.1: Impeachment of the National Board**

A National Board member can be removed from their positions by a two-thirds majority of the NA in cases of financial fraud or any other behavior that goes against the constitution or principles of ISU.

##### **§ 5.2: Removal of Organizational Consultant:**

The Organizational Consultant can be dismissed from his/her position by a two-thirds majority of National Board. A written warning must be given in a previous NB meeting and a chance of explanation must be given as according to the labour law.

**§ 6: Amendments to the Constitution:**

**§ 6.1:** Amendment proposals should be sent to the National Board at least 3 weeks before the NA.

**§ 6.2:** Amendment proposals require a two-thirds majority of the NA to become statute.

**§ 6.3:** Amendments to the constitution will come into effect at the close of the voting session.

Anything not covered by the ISU Constitution can be decided by unanimous agreement among the National Board.

**§ 7: Dissolution of ISU:**

Dissolution of ISU is possible if all delegates are present at NA and unanimously decide to dissolve ISU. All property and resources will be returned to their origin.