

Constitution

**of the International Students' Union
at the Norwegian University of Life Sciences
(ISU UMB)**

Approved at the General Assembly on 2nd of February 2011

1 Definitions

1.1 “University” and “UMB” refers to the Norwegian University of Life Sciences (Universitetet for miljø- og biovitenskap) in Ås, Norway.

1.2 “NSU” refers to the Norwegian Student Union.

1.3 “ISU UMB” refers to the International Students’ Union at UMB.

1.4 “International Student” and “Member” refers to any international student that is part of the UMB student body, including undergraduate, graduate, post-graduate students.

1.5 “General Assembly” and “GA” refer to the General Assembly of International Students at UMB.

1.6 “Board” refers to the members of the board of ISU UMB.

2 Name of the organization

2.1 The name of the organization is “The International Students’ Union at UMB”, abbreviated to “ISU UMB”.

3 Description

3.1 ISU UMB is a branch of ISU Norway, an independent, democratic, non-profit, nonreligious, non-partisan, student-run organization that is committed to the interests of all international students studying in Norway at institutions of higher education.

3.2 ISU UMB embraces diversity and welcomes all students, both International and Norwegian, to its activities and proceedings. ISU UMB does not discriminate on the basis of race, religion, creed, gender, political or sexual orientation, marital status, physical or mental ability, language proficiency, nationality or country of origin.

3.3 ISU UMB strives to represent the voice of the International Students in all aspects of their academic and social life.

4 Purpose and objectives

The purpose and objectives of ISU UMB are:

4.1 To ensure that the rights and interests of all International Students are suitably represented and protected

4.2 To ensure the integration of all UMB students

4.3 To maintain the social welfare of the International Students by fostering a sense of Community

4.4 To promote relations between the International Students and both local and national student organizations in Norway

4.5 To oppose and bring to light any discrimination, injustice, inequality or intolerance that obstructs the achievement of these purposes.

5 Membership

5.1 Any International Student who has a student ID number and a valid semester card at UMB is automatically a Member of ISU UMB.

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5.3 'Ola and Kari Nordmann Clause': Any student who does not meet the requirements as stated in 5.2 may be considered an Associate Member. An Associate Member has the same rights as a Member, excluding voting rights.

6 The General Assembly

6.1 The General Assembly convenes at least twice per academic year. The first General Assembly is held during the first or second week of September and the second one during the first or second week of February.

6.2 The incumbent Board appoints two International Students to run the first General Assembly of the following academic year in cooperation with the NSU International Officer.

6.3 The purpose of the General Assembly is to elect new Board members as well as ratify and amend the Constitution if necessary, following the regulations in Sections 9, 15, and 16.

6.4 Every Member present at the General Assembly has the right to vote.

6.5 A minimum of 25 attending International Students is required to hold a General Assembly

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7 The Board

7.1 The Board of ISU UMB consists of five elected members elected annually by the first General Assembly in September. The positions are:

- o President
- o Vice-president
- o Secretary

- o Treasurer
- o Social Officer

During General Assemblies, interested students can join the Social Committee and will be considered as the Appointed Social Committee Members as explained in Section 9.6.

8 Roles and responsibilities of the Board

8.1 General responsibilities:

Board members shall:

- o Fulfil their individual responsibilities as detailed under 8.2
- o Consider the needs and priorities of all students at UMB
- o Be involved in decision-making processes that pertain to all International Students at UMB
 - o Maintain strong relationships amongst themselves
 - o Cooperate with other student and community groups, such as associations, societies, clubs and cultural groups, where deemed appropriate by the Board
 - o Attend board meetings unless extenuating circumstances arise.

8.2 Individual responsibilities:

8.2.1 The President

- o Facilitates Board meetings
- o Represents ISU at various forums
- o Is a member of the ISU National Assembly
- o Participates in the UMB Student Parliament as an observer
- o Is a member of the Committee for Inclusion Funds at UMB
- o Communicates with NSU and the UMB administration on issues of student concern
- o Is responsible for writing regular activity reports to local and national bodies
 - o Endorses financial decisions
 - o Signs off on minutes
- o Is responsible for accurate hand-over of financial and activity reports to the upcoming Board.

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8.2.2 The Vice-president

- o Assists the President in his or her duties when delegated by the President
 - o Is responsible for fundraising activities and –events
 - o Replaces the President in his or her absence
 - o Is one of the two signatories for all ISU UMB bank accounts
- o Is responsible for the transfer of all ISU UMB bank accounts to the upcoming Board in co-operation with the Treasurer.

8.2.3 The Secretary

- o Notifies the Board of scheduled meetings
- o Prepares agendas for meetings in liaison with the President
 - o Takes thorough minutes during each Board meeting
- o Prepares and distributes those minutes to all Board members|
 - o Assists the President in writing reports
 - o Keeps all written reports.

8.2.4 The Treasurer

- o Is responsible for finances including all ISU UMB bank accounts
 - o Is one of the two signatories for all ISU UMB bank accounts
- o Is responsible for the transfer of all ISU UMB bank accounts to the upcoming Board in co-operation with the Vice-president
 - o Prepares budgets and financial reports for various activities
 - o Manages receipts and returns records
 - o Advises the President on financial matters
- o Assists the Vice-president with the initiation of fundraising activities and – events.

8.2.5 The Social Officer

- o Initiates activities to promote the social welfare of the International Students, such as social, recreational and sporting activities
- o Works with the three Social Committee Members to organize the activities mentioned above
- o Monitors the social life at UMB and works with the PR Secretary to inform the International Students about regular and upcoming events and activities at the University
- o Liaises with other student and community groups in order to initiate and organize joint events and activities as deemed appropriate by the Board
 - o Writes social activity reports when asked by the President.
 - o Maintains and updates the ISU UMB website with current information regarding upcoming events, social welfare, health concerns, and any other pertinent information for International Students
- o Strives to improve the quality of the ISU UMB website to the best of his or her ability
- o Co-operates with other Board members to prepare and publish articles about ISU activities in University publications

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8.2.6 The Appointed Social Committee Members

- o Co-operate with the Social Officer in organizing social, recreational and sporting activities for International Students
- o Co-operate with the Social Officer in monitoring social life at UMB and informing the International Students about regular and upcoming events and activities
- o Co-operate with other student and community groups during joint events and activities
 - o Improve student-wide awareness of ISU UMB's activities by preparing articles for UMB publications in co-operation with the Secretary
 - o Co-operate with the Social Officer in his or her duties.

9 Elections of the Board members

9.1 Elections of the five Board members take place during the first GA of each academic year, held in September and in the absence of any member of the board the position will be filled during the February GA's elections.

9.2 Every International Student has the right to run for any position or nominate any other

International Student for any position in the Board. Nominations are made during the General Assembly, prior to the start of the voting period. The voting period starts as soon as nominations are closed.

9.3 The five Board members are elected by secret vote.

9.4 Every International Student present at the General Assembly has one vote per position per round.

9.5 Each Board member is elected into office by a 50%-plus-1-member majority in the General Assembly. If no candidate receives the necessary majority, there will be a rerun of the election between the two candidates receiving the most votes. This procedure is to be repeated until one candidate receives the required 50%-plus-1-member majority.

9.6 Social Committee Members are appointed members of ISU UMBs' Social Committee and they do not represent the student body. They are appointed first during the GAs and are recruited during the academic year. The number of committee members can be more than or less than three as ISU UMB finds it fit and to the best of the abilities of the committee members.

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10 Terms of office

10.1 All Board members are required to fulfil one or two terms beginning with their election at either the September General Assembly or February General Assembly and extend to the end of May of the same academic year. The President should try and serve two terms in order to maintain the continuity of the organization.

11 Event of a vacancy

11.1 In the event of a vacancy in the Board during the beginning of the Board's term, and if deemed needed by at least 3 members of the Board, an ad-hoc General Assembly is to be called to elect a new candidate into the position.

11.2 The election of the new Board member follows the regulations in Section 9, except for 9.1.

11.3 In the event of a vacancy of one or more Social Committee Member/s, ISU UMB can recruited new members from the student body as ISU UMB finds it fit during the academic year.

12 Removal of a Board member

12.1 Any Board member may be removed from office for failure to fulfil his or her roles and responsibilities as laid out in Section 8.

12.2 Each and every member of ISU UMB has the right to file removal proceedings against an ISU Board member.

12.3 The procedure for the removal of a Board member is as follows:

- o A formal written request to remove the Board member in question is to be submitted to the Board, stating the grounds for the removal. If in compliance with Section 11.1 an *ad hoc* General Assembly will be called no later than 14 days after the written submission.
- o A written copy of the request, together with a written notification of the date, time and place of the *ad hoc* General Assembly, is to be given to the Board member in question, no later than 12 days before the General Assembly.
- o The Board member in question has the right to respond to the request in front of

the General Assembly.
o Removal of the Board member will be by a vote at the end of the *ad hoc* General Assembly. A 50%-plus-1-member majority in the Board is necessary to remove a Board member.

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13 Board meetings

13.1 The Board meets regularly.

13.2 All Board members have the right to vote.

13.3 The NSU International Officer is welcome at all Board meetings. He or she is notified of all upcoming Board meetings and is provided with the minutes after each Board meeting. The NSU International Officer does not have a right to vote. He or she is to present to the Board any Student Parliament case papers before each meeting of the Student Parliament.

13.4 Emergency meetings may be called by any Board member no later than 24 hours in advance of the emergency meeting.

13.5 In order to make decisions by vote, three out of five Board members must be present at the meeting. A 50%-plus-1-member majority rule is required to pass any motion.

13.6 The Social Committee members can attend Board Meetings but have no voting rights.

14 Compliance with the ISU National Constitution

14.1 This constitution complies fully with the governing principles, rules and regulations of the ISU National Constitution.

15 Ratification

15.1 This constitution will come into effect when accepted by a two-thirds majority in the General Assembly.

16 Amendments

16.1 This constitution can be amended by a two-thirds majority in the General Assembly.

16.2 All amendments shall take effect following the vote.

17 Dissolution of ISU UMB

17.1 Dissolution of ISU UMB is possible if all International Students are present at the General Assembly and unanimously decide to dissolve ISU UMB. All property and resources will be returned to their origin.