Articles of Association for the Student Democracy in South-Eastern Norway

The Articles of Association are the principal governing document for the Student Democracy in South-Eastern Norway.

These Articles of Association are valid from 1 July 2019.

Studentdemokratiet
i Sørøst-Norge

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Article 1 – Organisation

Section 1-1 Name

(1) The name of the organisation is the Student Democracy in South-Eastern Norway, hereinafter referred to as SDSN.

Section 1-2 Purpose

(1) SDSN is established to safeguard the interests of students in South-Eastern Norway and their views in relation to the University of South-Eastern Norway (USN), host municipalities, the region and other relevant parties.

(2) SDSN is a partly political and religiously independent body.

Section 1-3 Collaboration

(1) SDSN collaborates with USN, and USN facilitates activities and resources for SDSN. This is governed by the collaboration agreement between USN and SDSN.

(2) SDSN is a member of the National Union of Students in Norway (Norsk Studentorganisasjon).

(3) SDSN has a formal collaboration with the Norwegian Students' and Academics' International Assistance Fund (SAIH).

Article 2 – Definitions

Section 2-1 Definitions

(1) A student is defined as a person with valid and active right to study at USN.

(2) The semester meeting is defined as "the student body", cf. section 4-1 of the Act relating to Universities and University Colleges

(3) B issues are issues involving personal factors and are exempt from public disclosure.

(4) Elected representatives, with an obligation to attend and vote at meetings of the respective bodies, are defined as persons entitled to vote.

Article 3 – Structure

Section 3-1 Elected class representatives

(1) One class representative shall be elected for every 40 students in a class, in addition to a deputy representative.

(2) Up to five elected class representatives can be elected per class, in addition to a deputy representative.

(3) The elected class representative is responsible for holding lessons in the class minimum once a month.

(4) The elected class representative shall act as a link between the student council and the individual class.

(5) The deputy class representative is the elected class representative's partner and deputy.

Section 3-2 The student councils

(1) The student council is the governing body for the respective faculties on campus.

(2) The student councils comprise:

• Elected class representative and deputy

• Student council chairperson

(3) The student council is the link between the students and the campus board.

Section 3-3 The campus boards

(1) The campus boards are the governing body for the individual campus.

(2) The campus boards comprise:

• Campus chairperson

• Deputy chairperson

• Communications supervisor

• Learning environment supervisor

• Student council chairperson(s)

(3) On a campus with less than 200 students, the campus chairperson and deputy chairperson represent the campus during the semester meeting.

Section 3-4 Working committee

(1) The working committee comprises:

• Student chairperson

• Deputy chairperson

(2) The working committee reports to the management group and semester meeting.

(3) The working committee is the governing body in SDSN between the management group meetings and semester meetings.

(4) The working committee is responsible for exercising the resolutions made by the semester meeting and management group.

Section 3-5 Management group

(1) The management group is made up of the campus chairpersons in SDSN.

(2) The management group is the governing decision-making body between the semester meetings.

(3) The management group shall: a) Prepare and make recommendations on issues for the semester meeting b) Establish the annual wheel and meeting schedule c) Adopt procedures for elections d) Adopt specified budgets.

e) Is entitled to make statements on behalf of SDSN

(4) The management group may supplement: a) The nomination committee b) The control committee

Section 3-6 Semester meeting

(1) The semester meeting is the governing decision-making body in SDSN.

(2) The semester meeting shall be held once each semester.

(3) The semester meeting is made up of members voted by ballot from the campus boards on every campus, as defined in section 3-3.

(4) The semester meeting makes decisions on:

a) Action plan

b) General budget

c) Political platforms

d) Resolutions made by the semester meeting

e) Principle programme

f) Articles of Association for SDSN

g) Economic regulations

h) Job descriptions

i) Nomination regulations

j) Order of business

k) Instructions for nomination committee and control committee

l) Other documents

(5) The semester meeting elects the members of: a) The working committee b) The control committee c) The nomination committee d) Student representatives for the board of the Student Welfare Organization

Section 3-7 The control committee

(1) The control committee is an advisory body for SDSN.

(2) The control committee shall ensure that SDSN acts in accordance with decisions made, guidelines and governing documents.

(3) The control committee consists of three members.

(4) The control committee works on the basis of instructions for the control committee.

(5) If members of the control committee are not present, a sitting committee shall be appointed with a minimum of two members.

(6) The control committee is obliged to attend the semester meeting.

Section 3-8 Nomination committee

(1) SDSN shall have a nomination committee consisting of five representatives.

(2) In the nomination committee, each campus should have only one representative.

(3) The nomination committee's work is based on the instructions for the nomination committee.

Section 3-9 Nomination board

(1) SDSN shall have a nomination board consisting of four representatives.

(2) Members of the nomination board consist of representatives from the University of South-Eastern Norway and the Student Democracy.

(3) The nomination board's duties are regulated in a specific set of instructions.

Article 4 – Meetings

Section 4-1 Meeting schedule

(1) The management group adopts the meeting schedule and annual wheel.

Section 4-2 Notices of meetings

(1) Notice of meetings with accompanying case documents for the semester meeting shall be distributed at least 14 days before the meeting.

(2) Notice of the meeting of the management group shall be distributed at least seven days before the meeting.

Section 4-3 Extraordinary meetings

(1) Notice of extraordinary meetings of the various bodies is distributed if 1/2 of the eligible voters or persons responsible for the meeting require a meeting.

(2) The persons responsible for the meeting issue notice of the meeting and distribute case documents no later than five days before the meeting.

(3) Only those matters that are listed in the notice of the meeting shall be discussed during the meeting.

Section 4-4 Electronic decisions

(1) Electronic decisions are applied by exception, and only if necessary.

(2) Electronic decisions in the management group shall be distributed with a copy to the control committee.

(3) Electronic decisions shall have a response deadline of at least two working days.

(4) Electronic decisions may not be used in:

• B issues

• Voting during elections

Section 4-5 Minutes of meetings and minute book

(1) Minutes shall be kept of student council meetings and campus board meetings.

(2) A minute book shall be kept of meetings of the management group and the semester meeting.

(3) The working committee is responsible for ensuring that a minute book is kept of meetings involving recommendations to the management group.

(4) A minute book shall be kept from the working committee meetings issuing recommendations to the management group.

(5) Minute books of the semester meeting shall be signed by two participants with voting rights and one representative from the control committee.

Article 5 – Economy

Section 5-1 Budget and accounts

(1) The semester meeting discusses the general budget.

(2) The management group is entitled to revise the budget within the framework established by the semester meeting.

(3) The accounts are presented to the semester meeting.

Article 6 – No confidence

Section 6-1 No confidence

(1) No-confidence motions can be adopted with a 2/3 absolute majority, unless the person is elected by ballot vote.

(2) If a no-confidence motion is supported, the person shall resign from their office immediately.

(3) Case documents in no-confidence motion cases shall be exempt from public disclosure, unless the person who is the subject of the no-confidence motion requires that these be made public.

(4) No-confidence motions are discussed in a closed meeting unless the person who is the subject of the no-confidence motion requires the case to be dealt with in an open meeting.

Article 7 – Certificates

Section 7-1 Confirmation of office

(1) Elected class representatives and deputies receive a certificate if they have attended at least 3/4 of the student council meetings. Certificates for elected class representatives are issued by the student council chairperson and Dean of the respective faculty.

(2) Campus board members receive a certificate if they have attended at least 3/4 of the campus board meetings. Certificates for the campus board are issued by the student chairperson and the University's Rectorate.

(3) Certificates for the working committee are issued by the Rectorate.

(4) Certificates for the control committee and nomination committee are issued by the student chairperson.

Article 8 – Governing documents

Section 8-1 Establishment and revision

(1) SDSN's governing documents are established and adopted by the semester meeting.

(2) Adoption of amendments to the governing documents requires a 2/3 absolute majority.

(3) Amendments take effect after the meeting is adjourned, unless another time is adopted with a 2/3 absolute majority.

(4) Amendments to governing documents affecting the composition of a body take effect after the body’s nomination period has expired.

(5) Amendment proposals for governing documents must be submitted no later than 20 days before the meeting to discuss the amendments, and distributed no later than 14 days before the meeting.

Section 8-2 Principle programme

(1) SDSN shall have a principle programme that determines the organisation's overall political views.

Section 8-3 Action plan

(1) SDSN shall have an action plan that establishes the organisation's main priorities for the year in question.

Section 8-4 Economic regulations

(1) SDSN shall have economic regulations that establish the framework for how SDSN’s economic assets are managed.

Section 8-5 Order of business

(1) SDSN shall have an order of business that governs meetings in the organisation.

Section 8-6 Job descriptions

(1) Job descriptions shall be prepared for:

• Elected class representatives

• Student council chairpersons

• Members of the campus board

• Members of the working committee

• The control committee

• The nomination committee

Section 8-7 Nomination regulations

(1) SDSN shall have nomination regulations that establish limits and guidelines relating to nomination/elections.

Section 8-8 Other documents

(1) SDSN shall have a document with a code of conduct that establishes limits relating to conduct and culture.

(2) The semester meeting may adopt other documents with a general majority.

Chapter 9 – Dissolution

Section 9-1 Dissolution

(1) Dissolution of SDSN requires a 3/4 majority at the semester meeting.

(2) The decision comes into force after the meeting is adjourned.

(3) Proposals for dissolution shall be made known to the working committee, the management group and the semester meeting no later than four weeks before processing.