



Articles of Association

Valid from June 1, 2023



The Student Democracy
— of South-Eastern Norway —

Table of Contents

| | |
|--------------------------------|----|
| Article 1. Organisation..... | 3 |
| Article 2. Definitions | 3 |
| Article 3. Structure | 3 |
| Article 4. Meetings | 7 |
| Article 5. No confidence | 8 |
| Article 6. Certificates | 8 |
| Article 7. Documents | 9 |
| Article 8. Dissolution | 11 |

Article 1. Organisation

Section 1-1. Name

- (1) The name of the organisation is the Student Democracy of South-Eastern Norway, abbreviated SDSN.

Section 1-2. Purpose

- (1) SDSN is established to safeguard the interests of the students of 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 politically and religiously independent body.

Section 1-3. Collaboration

- (1) SDSN and USN has a binding collaboration, and USN facilitates SDSN's activities and resources. This is regulated 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 Student's and Academic's International Assistance Fund (SAIH).

Article 2. Definitions

Section 2-1. Definitions

- (1) A student is defined as a person with an active and valid 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. Course representatives

- (1) One course representative and a deputy representative shall be elected for every course in a class.
 - a. Up to three elected course representatives can be elected per course, in addition to a deputy representative.
 - b. It is possible to be a course representative for more than one course.
 - c. In courses where the number of students exceeds 100, a minimum of two course representatives shall be elected.

- (2) Course representatives are responsible for holding class meetings once a month.
- (3) Course representatives shall act as a link between the student councils and the individual courses.
- (4) The deputy representative is the elected course 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) Student council meetings shall primarily be held on the first Wednesday of every month.
- (3) The student council comprises:
 - a. The student council president
 - b. Elected course representatives and deputies
- a. The student council is the link between the students and the campus board.
- b. The student council elects a vice president among the course representatives as a collaboration partner for the student council president and as a deputy for work related to the faculty.

Section 3-3. The campus boards

- (1) The campus board is the governing body for the respective campuses.
- (2) Campus board meetings shall be held once a month.
 - a. Members of the campus board have a duty to attend the meetings.
- (3) A campus board on a campus with more than 500 students comprises:
 - a. Campus president
 - b. Campus vice president
 - c. Communications manager
 - d. Learning environment supervisor
 - e. Student council president(s)
- (4) A campus board on a campus with less than 500 members comprises:
 - a. Campus president
 - b. Campus vice president
 - c. Learning environment supervisor

Section 3-4. Committee meetings

- (1) Committee meetings is a platform for office-specific collaboration across campuses.
- (2) Committee meetings shall be held once every month.
- (3) Members of the committees have a duty to attend the meetings.
- (4) Committees apply to the following offices:
 - a. Student council president and student representative in the faculty boards

- b. Campus vice president
 - c. Learning environment supervisor
 - d. Communications manager
- (5) The committees elect a chairperson and a deputy chairperson.
- a. Student representatives in the faculty boards are elected as chairperson and deputy chairperson in the committee as defined in 4a.

Section 3-5. The Executive Committee

- (1) The Executive Committee comprises:
- a. President
 - b. Political vice president
 - c. Organizational vice president
- Of which the political vice president is the president's deputy.
- (2) The Executive Committee reports to the Semester Meeting and the Management Group.
- (3) The Executive Committee is the governing body in SDSN between the semester meetings and the management group meetings.
- (4) The Executive Committee is responsible for exercising the resolutions made by the Semester Meeting and the Management Group.
- (5) Present accounting to the Semester Meeting.

Section 3-6. The Management Group

- (1) The Management Group has a duty to attend management group meetings and comprises:
- a. Campus presidents with the right to vote
 - b. The Executive Committee
- (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. Determine the annual wheel and meeting schedule
 - c. Adopt procedures for elections
 - d. Adopt specified budgets within the general budget
 - e. Be able to make statements on behalf of SDSN
- (4) The Management Group can supplement:
- a. The Control Committee
 - b. The Nomination Committee
 - c. Students in boards and committees

- d. Student representatives in the board of the Student Welfare Organization

Section 3-7. The Semester Meeting

- (1) The Semester Meeting is the governing decision-making body in SDSN.
- (2) Semester meetings shall be held once each semester.
 - a. Semester meeting 1 shall be held in the autumn semester
 - b. Semester meeting 2 shall be held in the spring semester
- (3) The Semester Meeting comprises elected members of the campus boards, as defined in section 3-4.
- (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 program
 - f. Articles of associations for SDSN
 - g. Economic regulations
 - h. Job descriptions
 - i. Nomination regulations
 - j. Order of business
 - k. Instructions for the Nomination Committee and the Control Committee
- (5) The Semester Meeting elects
 - a. The Executive Committee
 - b. The Control Committee
 - c. The Nomination Committee
 - d. Student representatives for the board of the Student Welfare Organization
 - e. The chairperson of the board of the Student Welfare Organization

Section 3-8. 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 passed resolutions, guidelines, and governing documents.
- (3) The Control Committee consists of three members.
- (4) The Control Committee works on the basis of the instructions of 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 has a duty to attend the semester meetings.

Section 3-9. The Nomination Committee

- (1) The Nomination Committee is an advisory body for SDSN.
- (2) The Nomination Committee consists of five members.
 - a. The Nomination Committee shall not have more than two members from the same campus.
- (3) The Nomination Committee works on the basis of the instructions for the Nomination Committee.

Section 3-10. The Nomination Board

- (1) SDSN shall have a nomination board consisting of four representatives.
- (2) The members of the Nomination Board comprise representatives from USN and SDSN.
- (3) The Nomination Board's duties are regulated by a specific set of instructions.

Article 4. Meetings

Section 4-1. Notices of meeting

- (1) Notices of the meetings in the following list shall be distributed at least seven days before the meeting takes place.
 - a. Management group meetings
 - b. Campus board meetings
 - c. Student council meetings
 - d. Committee meetings
- (2) Notices of the semester meetings with accompanying case documents shall be distributed at least fourteen days before the meeting takes place.

Section 4-2. Extraordinary meetings

- (1) Notice of extraordinary meetings of the various bodies shall be distributed if $\frac{1}{2}$ of the eligible voters or the persons responsible for the meeting require it.
- (2) The persons responsible for the meeting issue notice of the meeting with accompanying case documents at least five days before the meeting.
- (3) Only those matters that are listed in the notice of the meeting shall be discussed in the meeting.

Section 4-3. Minutes of meetings

- (1) Meeting notes shall be taken from student council meetings and campus board meetings.
 - a. The meeting notes shall normally be published within a week after the meeting was adjourned.

- (2) Meeting minutes shall be kept of the semester meetings and meetings in the Management Group.
 - a. Meeting minutes from the semester meetings shall normally be published within two weeks after the meeting was adjourned.
 - b. Meeting minutes from management group meetings shall normally be published within a week after the meeting was adjourned – yet before the next management group meeting.
- (3) Meeting minutes shall be kept of executive committee meetings involving recommendations to the Management Group.
- (4) The Executive Committee is responsible for ensuring that meeting minutes are kept from meetings involving recommendations to the Management Group.
- (5) Meeting minutes from semester meetings shall be signed by two eligible voters and a member from the Control Committee.

Article 5. No confidence

Section 5-1. No confidence

- (1) No-confidence motions can be adopted with a 2/3 absolute majority unless the person is elected by ballot.
- (2) 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 they be made public.
- (3) No-confidence motions are discussed in a closed meeting unless the person who is the subject of the no-confidence motion requires that the case be dealt with in an open meeting.
- (4) If the no-confidence motion is supported, the person shall resign from their office immediately.

Article 6. Certificates

Section 6-1. Confirmation of office

- (1) Course representatives receive a certificate if they attend at least 75 % of the student council meetings.
- (2) Deputy course representatives receive a certificate if they attend at least 50 % of the student council meetings.
- (3) Certificates for elected and deputy course representatives are issued by the student council president and the dean at the relevant faculty.
- (4) Members of the campus boards receive a certificate if they attend at least 75 % of the campus board meetings.
 - a. Student council presidents must also hold student council meetings as defined in section 3-2 (2).
- (5) Certificates for campus presidents are issued by the president and the university's Rectorate.
- (6) Certificates for other campus board members are issued by the campus president, the president, and

the university's Rectorate.

- (7) Certificates for the Executive Committee are issued by the Rectorate.
- (8) Certificates for the Control Committee and the Nomination Committee are issued by the president.

Article 7. Documents

Section 7-1. Hierarchy of documents

This section defines the order in which the documents shall be prioritized to avoid contradictions.

The documents in point 1 and 2 will never be in conflict.

- (1) Governing documents in prioritized order:
 - i. Articles of association
 - ii. Other equal documents that supply the articles of association:
 - iii. Nomination regulations
 - iv. Economic regulations
 - v. Order of business
 - vi. Job descriptions
 - vii. Ethical guidelines
 - viii. Procedures for reporting censurable conditions
- (2) Political documents in prioritized order:
 - a. Principle program
 - b. Political platforms
 - c. Action plan
 - d. Resolutions

Section 7-2. Establishment and revision

- (1) SDSN's documents are established and adopted by the Semester Meeting with the exception of resolutions which can be adopted by the Management Group.
- (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 where the amendments will be discussed and distributed no later than 14 days before the meeting.

Section 7-3. Principle program

- (1) SDSN shall have a principle program that determines the organisation's overall political views in the time period defined in the document.
 - a. The principle program shall be revised at least every third year.

Section 7-4. Political platforms

- (1) SDSN's political platforms supply and elaborate on the principle program.
 - a. Political platforms shall be revised at least every third year.

Section 7-5. Action plan

- (1) SDSN shall have an action plan that establishes the organisation's main priorities.
 - a. The action plan is applicable from semester meeting 1 (cf. section 3-7 (2) a.) until the following semester meeting 1.

Section 7-6. Resolutions

- (1) Resolutions are statements about something which the organisation does not have a policy on, but which the organisation wishes to make a statement about quickly.
 - a. Resolutions become obsolete after three years in accordance with revision of higher ranked political documents (cf. section 7-1 (2)).

Section 7-7. Economic regulations

- (1) SDSN shall have economic regulations that establish the framework for how SDSN's economic assets are managed.
- (2) The economic regulations shall be revised at least every fourth year.

Section 7-8. Order of business

- (1) SDSN shall have an order of business that regulates the semester meetings.
- (2) Order of business shall be revised at least every fourth year.

Section 7-9. Job descriptions

- (1) Job descriptions shall be prepared for:
 - a. Course representatives
 - b. Members of the campus boards
 - c. The Executive Committee
 - d. The Control Committee

e. The Nomination Committee

Section 7-10. Nomination regulations

- (1) SDSN shall have nomination regulations that establish a framework and guidelines relating to elections.
- (2) The nomination regulations shall be revised at least every fourth year.

Section 7-11. Ethical guidelines

- (1) SDSN shall have ethical guidelines that work as a framework and basis for behaviour, culture, and values in the organisation.
- (2) The ethical guidelines shall be revised at least every fourth year.

Section 7-12. Procedures for reporting censurable conditions

- (1) SDSN shall have procedures for reporting censurable conditions that supply the ethical guidelines. These shall specify routines, consequences, and proceedings in the case of violation of the ethical guidelines.

Article 8. Dissolution

Section 8-1. Dissolution

- (1) Proposals for dissolution shall be made known to the Executive Committee, the Management Group, and the Semester Meeting no later than four weeks before processing.
- (2) Dissolution of SDSN requires a 75 % qualified majority at the semester meeting.
- (3) The decision comes into force after the meeting is adjourned.