

# Statutes of ESN Agder

## Table of contents

1	Organisation .....	1
2	Purpose .....	1
3	Membership .....	2
3.1	The Board.....	2
3.2	Coordinators .....	3
3.3	Active Members.....	4
3.3.1	The purpose of Active Members .....	4
3.3.2	The tasks of Active Members .....	4
3.3.3	The rights of an Active Member .....	5
3.4	Buddies.....	5
3.5	Committees .....	6
4	Structure .....	7
4.1	ESN Agder divided between the two campuses .....	7
4.2	The Board Meetings .....	8
4.3	The Board elections.....	9
5	Economy .....	10
6	Code of Conduct .....	11
7	Mistrust .....	12
7.1	Mistrust towards a member .....	12
7.2	Mistrust towards the President .....	12
8	The Annual Meeting .....	13
9	The Statutes .....	14
10	Dissolution of the organisation .....	15



# 1 Organisation

- § 1.1 Erasmus Student Network Agder (from now on called ESN Agder) is a non-political, non-profit organization, at the University of Agder (UiA).
- § 1.2 ESN Agder is an organization subject to Erasmus Student Network AISBL (ESN International), organized under Erasmus Student Network Norway (from now on called ESN Norway) as a section.
- § 1.3 ESN Agder is a legally registered organization 998637376 in Brønnøysundregisteret since 1<sup>st</sup> of November 2004.

# 2 Purpose

- § 2.1 ESN Agder works towards social integration between international and Norwegian students at the University of Agder, both at Campus Kristiansand and Campus Grimstad.
- § 2.2 Promote cultural and social exchange between the international students.
- § 2.3 Promote student exchange at the University of Agder.
- § 2.4 Promote the University of Agder as a place to study for international students.
- § 2.5 To provide low barrier events and activities for the students at the University of Agder, in order to fulfill the goals of ESN.

## 3 Membership

§ 3.2 ESN Agder consists of four types of members;

- The board members, elected through an annual or extraordinary meeting
- Coordinators, elected internally by the board
- Active members
- Buddies

### 3.1 The Board

§ 3.1.1 ESN Agder consists of one board, physically divided between two campuses; UiA campus Kristiansand and UiA campus Grimstad.

§ 3.1.1 ESN Agder consists of the following board positions:

- President
- Vice President
- Local Representative (internal, see §4.3.7)
- Treasurer
- Buddy Manager
- Event Manager
- PR Manager
- Board Supervisor

5 board members in Grimstad:

- Campus Manager of Grimstad (Mandatory)
- Vice campus manager of Grimstad (Optional)
- Treasurer campus Grimstad(Optional)
- Event Manager (Optional)
- Buddy Manager (Optional)

§ 3.1.2 The board of ESN Agder has to consist of at least the President, Treasurer, Local Representative, and Buddy Manager in Kristiansand. Campus Grimstad should be represented by a Campus Manager and one additional board member at the least.

- § 3.1.3 The president has the overall responsibility of the overall organization and running of both campuses of ESN Agder.
- § 3.1.3 The Local Representative (LR) is tasked with maintaining communications between ESN Agder and the National Board
- § 3.1.4 Board members are required to read and know the statutes of ESN Agder.
- § 3.1.5 The board members sign up on contributing and being part of ESN Agder when voted in. They are required to fulfill their given task within their roles.
- § 3.1.6 The board members have the responsibility of representing ESN Agder in a positive and respectful manner according to the ESN values.
- § 3.1.7 Board positions can only be added or removed at the Annual Meeting.
- § 3.1.8 Elected board members are expected to hold their position for a full academic year, from 1 June to 1 June, or from whenever they were first elected.
- § 3.1.9 All board members are responsible to document their work to the best of their ability, to update the transition papers and to provide a proper transition to their successor.

## 3.2 Coordinators

- § 3.2.1 Coordinators may be elected by the board during regular board meetings.
- § 3.2.2 Coordinators are subject to the same rules as Active Members unless otherwise specified
- § 3.2.3 There shall always be one mainly responsible per coordinator position, however the coordinator may have Active Member helpers.
- § 3.2.4 ESN Agder operates with the following coordinator positions:
  - Local Social Erasmus Coordinator
  - Local Sea Battle Coordinator
  - Local National Event Coordinator

- Coffee hour manager
- Local SocialErasmus Coordinator
- Local ExchangeAbility Coordinator
  
- International Pub Manager
  
- Web Project Manager
  
- Language Café Coordinator
  
- Committee leader

## 3.3 Active Members

### 3.3.1 The purpose of Active Members

The purpose of active members is to secure and increase continuity, stability, and a higher activity level and better transfer of knowledge within the section.

- § 3.3.1.1 Information meetings should be held at least once a semester or whenever needed to recruit new Active Members
- § 3.3.1.2 Active Members register through a registration form.
- § 3.3.1.3 Active Members remain registered for the rest of the semester, unless they request otherwise.

### 3.3.2 The tasks of Active Members

- § 3.3.2.1 Active Members are required to read and know the statutes of ESN Agder.
  
- § 3.3.2.2 Active Members are expected to be active in creating and supporting of ESN Agder's operations.

§ 3.3.2.3 Active Members are expected to join in board meetings

§ 3.3.2.4 The Active members have the duty of confidentiality regarding issues that are specified as sensitive during meetings, and the private information of the members of ESN Agder and international students.

### 3.3.3 The rights of an Active Member

§ 3.3.3.1 Active Members have the right to get insight to ESN Agder's internal documents and procedures by request.

§ 3.3.3.2 Active Members have the right to be present, heard and voting during common meetings.

§ 3.3.3.3 The Vice President is the main contact person and is responsible for the active members.

§ 3.3.3.4 Active Members may request a certificate for their work.

## 3.4 Buddies

§ 3.4.1 The purpose of a buddy is to provide help and assistance for international students, through social integration and the ESN principle of "students helping students". The buddy system is meant to form buddy groups consisting of both buddies and international students with the intent to fulfill ESN Agder's purpose.

- § 3.4.2 The buddy manager, together with the board, will have an application period with sign-ups for buddies at the end of each semester. If necessary, the application period may be extended into the new semester.
  
- § 3.4.3 To become a registered buddy, one needs to sign up within the application period. A buddy is accepted after receiving a welcome email from the buddy manager.
  
- § 3.4.4 The buddy manager is in charge of creating buddy groups for each semester and for all communication with the buddies.
  
- § 3.4.5 Each buddy group should have a group leader, who has the main responsibility for the buddy group. The group leader is the link between the buddy manager, the buddies and international students.
  
- § 3.4.6 In case a group leader resigns his or her position, they are responsible of notifying the group and the buddy manager, and to find someone to fill their position. They are responsible of stepping in until a new group leader can take their place.
  
- § 3.4.7 All active buddies may request a certificate for their participation. Certificates are given out at the annual meeting or by the end of each semester.
  
- § 3.4.8 The buddies and group leaders have duty of confidentiality regarding the private information of the members of ESN Agder and international students which is given to them.

## 3.5 Committees

### § 3.5.1 Purpose of committees

Permanent or temporary committees may be created to work towards specific events, or generally to lighten the workload of the board. Committees may consist of both registered and external partners of ESN Agder, and may be lead by a Board or a Coordinator.

Examples of previous committees:

- Web and Social Media Committee
- Organizational Committee for National or International Events hosted by ESN Agder
- Temporary working groups for singular events

## 4 Structure

### 4.1 ESN Agder divided between the two campuses

- § 4.1.1 Campus Kristiansand and Campus Grimstad are under one section, ESN Agder. They will work individually when it comes to board meetings and other topics located at the given campus. Any topics regarding the main responsibility and events for students at both campuses require the campuses to cooperate.
- § 4.1.2 Campus Kristiansand and Campus Grimstad are required to share their documents and keep each other updated.
- § 4.1.3 The full board of both campuses are required to meet at least once a month, either physically or digitally.
- § 4.1.4 The President at Campus Kristiansand is the section president, and the Campus Manager in Grimstad (CMG) is the leader at Campus Grimstad. The President has the main responsibility for the whole section and has the final decision-making power for the whole section, except at the annual meeting.
- § 4.1.5 The Vice President is responsible for keeping up to date on all ESN Agder issues and will take over in the President's absence.



- § 4.1.6 The tasks will be divided between the board members according to the position description, and as the board sees fit.

## 4.2 The Board Meetings

- § 4.2.1 The President is responsible for setting the agenda and board meetings. The agenda should be posted at least 24 hours before the set meeting.
- § 4.2.2 The Board meets regularly every week.
- § 4.2.3 The Vice President is responsible for documenting the meetings and making the minutes available for the board and Active Members.
- § 4.2.4 Board members and Active Members are required to attend meetings. Absence requires a valid reason, and the absentee should notify of this at least one day before the meeting.
- § 4.2.5 Each Board member has one vote in any situation where voting occurs. The President has 2 votes in situations of a tie within the board. In the absence of the President, the Vice President has 2 votes.
- § 4.2.6 The board members have the duty of confidentiality regarding issues that are specified as sensitive during meetings, and the private information of the members of ESN Agder and international students.
- § 4.2.6.1 In matters of sensitive information, the board may have separate board meetings excluding Active Members.

## 4.3 The Board elections

- § 4.3.1 The main board election occurs at the annual meeting.
  
- § 4.3.2 Any student registered at the University of Agder can apply for a position in the board.
  
- § 4.3.3 Current board members have to apply in the same way as everyone else at the Annual Meeting in order to rerun for their position.
  
- § 4.3.4 It is not possible to apply for more than one board position at a time.
  
- § 4.3.5 If, during the annual meeting, there is a tie between two or more candidates for a board position, a new election round should be done right away. If the tie remains, the candidates should each be given two minutes to argue why they should be elected, followed by a new vote. If the tie remains after this, it should be resolved through a random draw.
  
- § 4.3.6 If a board member leaves their position during the semester, outside of the time of the Annual Meeting, there must be held an open call. Candidates interested in the given position need at least one week from the open call before the deadline to apply. The board votes on the candidates.
  
- § 4.3.7 The role of Local Representative (LR) is an internal position. The LR will be elected between the board members within four weeks after the annual meeting. The LR role and task is defined through ESN Norway's documents.
  
- § 4.3.8 There should be at least a three week active transition period between the election of a new board member and the resignation of the old member.
  
- § 4.3.8.1 Where a three week transition is not possible, the President and the Board Supervisor may extend extra support to ensure a successful transition period.

- § 4.3.9 Immediately after the Annual Meeting the newly elected board will start their transition period, until the old board resigns on the 1st of June.

## 5 Economy

- § 5.1 The treasurer in Kristiansand has the responsibility to suggest a budget for the upcoming year, divided into fall and spring semester. The budget has to be approved by the board and International Office at UiA.
- § 5.2 The Campus Manager of Campus Grimstad is responsible for documenting costs and updating the ESN Agder board about the economic situation of ESN Agder at Campus Grimstad
- § 5.3 The suggested budget for an upcoming year needs to be completed by 31 January at the latest. Semester budgets needs to be completed and approved by 31 January for the spring semester and 31 August for the autumn semester.
- § 5.4 The Campus Manager of Campus Grimstad is responsible for sending a suggested budget to the ESN Agder Treasurer every year by 31 January for the spring semester and 31 August for the autumn semester, respectively.
- § 5.5 All Board members have to be aware of and updated on ESN Agder's economic situation. The members of ESN Agder have the right to see the budget between the annual meeting upon request.
- § 5.6 ESN Agder will submit a financial report for the previous semester to the International Office in January and August.

- § 5.7 The President of the ESN Agder Board retains the authority to sign any legal documents on behalf of ESN Agder.
  
- § 5.8 The Board has to be informed about any documents that are being signed on behalf of ESN Agder at least 48 hours before signing.

## 6 Code of Conduct

- § 6.1 ESN Agder will have a written Code of Conduct, the purpose of which is to give clarity to the rules of the section and the expectations held towards anyone involved with the activities of the organization.
  
- § 6.2 The Code of Conduct shall be openly published and easily accessible to all members of ESN Agder.
  
- § 6.3 All members of ESN Agder and attendees to events by ESN Agder must follow the Code of Conduct.
  
- § 6.4 In case of changes to the Code of Conduct this should be clearly informed to all current members of ESN Agder at least seven days before the new code of conduct goes into action.
  
- § 6.5 Failure to follow the Code of Conduct may result in being banned from ESN Agder and events by ESN Agder for a definite or indefinite period.
  
- § 6.6 Failure to follow the Code of Conduct may be used as grounds to ban a person from taking on a position as an active member or board member of ESN Agder for a definite or infinite period.

- § 6.7 The board have duty of confidentiality regarding persons who have broken the Code of Conduct, however they may publicly inform of bans imposed.

## 7 Mistrust

### 7.1 Mistrust towards a member

- § 7.1.1 Mistrust can be raised towards any member who violates the ESN Agder statutes, ESN Agder's code of conduct, Norwegian law or University rules. Mistrust shall be notified to the President who is responsible for providing the person it concerns with a warning, and/or call a board meeting to discuss the matter.
- § 7.1.2 If mistrust is raised towards a member the given person has the right to attend a called in meeting to represent themselves. To vote on excluding a member based on mistrust requires majority by 2/3 of the Board's votes.

### 7.2 Mistrust towards the President

- § 7.2.1 Mistrust towards the President must be notified to the Vice President.
- § 7.2.2 The Vice President is responsible for calling a board meeting to discuss the matter of mistrust towards the President.
- § 7.2.3 It requires a unanimous vote from the board members to remove the current President from their position. The Vice President will then get the tasks and responsibilities of the President.

- § 7.2.4 If the board doesn't have a Vice President the Treasurer will take over the responsibilities in all cases where they would fall upon the Vice President in the absence of a President.

## 8 The Annual Meeting

- § 8.1 The Annual Meeting shall be held each year in the period between 1 March to 30 April.
- § 8.2 The notice for the Annual Meeting has to be sent out to all members by email, at least two weeks before the date set for the annual meeting.
- § 8.3 The agenda for the Annual Meeting shall be published at least 2 weeks before the Annual Meeting and can be updated one week before the Annual Meeting at the latest.
- § 8.4 The statutes have to be sent out to the members at least two weeks before the Annual Meeting. Proposals for changes have to be sent to the board at least one week before the Annual Meeting.
- § 8.5 The tasks of the Annual Meeting:
- Presentation and processing of the annual report
  - Presentation and processing of the budget
  - Election of a new Board
  - Vote on statute changes

- § 8.6 The members of ESN Agder present at the annual meeting have the right to raise proposals and questions about the budget and accounting.
- § 8.7 All students at the University of Agder have the right to be present at the annual meeting, however only registered members of ESN Agder has the right to vote.
- § 8.7.1 Every registered member of ESN Agder attending the annual meeting has one vote, and one vote only.
- § 8.7.2 One may not delegate one's vote to another person.
- § 8.8 The Annual Meeting makes its decisions through votes.
- § 8.9 For a statute to be changed or new board members to be elected, the proposal or candidate must win by a majority of 50% of the votes cast during the Annual Meeting.
- § 8.10 An extraordinary Annual Meeting can be organized when the board requires it, or when at least 1/3 of all the registered members of the academic year demand it. An extraordinary annual meeting must be notified by email to all members at least one week in advance. The email must contain the purpose of and agenda for the Extraordinary Annual Meeting.

## 9 The Statutes

- § 9.1 The statutes can only be changed at the Annual Meeting or at an Extraordinary Meeting.

- § 9.2 The statutes can only be changed if a majority of 50% of the people present vote for the proposal to be approved.

## 10 Dissolution of the organisation

- § 10.1 Dissolution of ESN Agder must be decided by a 2/3 absolute majority of members present at two consecutive Extraordinary Meetings, held no less than three months apart.
- § 10.2 In case of dissolution, all assets of ESN Agder will be turned over to its respective owners. If there is a surplus of assets, they will be turned over to ESN Norway.

### ARTICLES OF ASSOCIATION

*The statutes of ESN Agder*

**Approved 20<sup>th</sup> of March 2019**

The Annual Meeting of ESN Agder, Kristiansand