



Regulations of the UNIS Student Council

Ratified by the General Assembly on 27.05.2016

§1 Name

The name of the organization is: The Student Council of the University Centre in Svalbard. From now on: Student Council.

§2 Purpose

The Student Council is the highest institution of the students in Svalbard. It is independent and politically autonomous. The Student Council protects the students' interests and promotes their opinions to relevant organizations. This includes: the UNIS Leadergroup, the UNIS Board, Educational Committee (ECOM), Samskipnaden, the Student Parliament in Tromsø and local authorities.

§3 Composition and legislative period

§3.1 The Student Council consists of elected students present on Svalbard during the legislative period.

§3.2 Student Council members are elected for a legislative period of one (1) semester. Elections take place at the beginning of each semester (spring and autumn).

§3.3 The Student Council should have 13 representatives.

§3.3.1 Each of the four (4) scientific departments (biology, geology, geophysics, technology) has one (1) representative amongst its full semester bachelor students.

§3.3.2 Guest Master and Master Course students have one (1) representative together.

§3.3.3 Arctic Nature Guide program students have one (1) representative.

§3.3.4 One (1) Treasurer and one (1) Vice Treasurer from the UNIS student body.

§3.3.5 One (1) UNIS Board Observer and one (1) Vice UNIS Board Member from the Norwegian speaking UNIS student body.

§3.3.6 One (1) UNIS Board Member from the Norwegian speaking UNIS student body which have been here for at least one (1) previous semester.

§3.3.7 One (1) Second Leader from the UNIS student body.

§3.3.8 One (1) Leader from the UNIS student body which should have been here for at least one (1) previous semester.

§4 Special position requirements

§4.1 The Treasurer and Vice Treasurer should have basic economic knowledge and experience with handling bank accounts.

§4.2 The UNIS Board Member should preferably have been either a previous UNIS Board Observer or Vice UNIS Board Member.

§4.3 The Leader should preferably have been part of the Student Council in a previous semester, preferably as Second Leader or Leader.

§6 Tasks of the Student Council

The tasks of the Student Council are the following:

§6.1 Representation of the students within political and administrative structures such as the UNIS Leadergroup, the Educational Committee (ECOM) and the UNIS Board.

§6.1.1 Bring forward the students' suggestions, opinions and demands.

§6.1.2 Take an active role in ongoing discussions.

§6.1.3 Vote from the students' perspective.

§6.2 Keep a close contact and collaboration with the Student Parliament in Tromsø, the Norwegian Student Organisation, Samskipnaden and the local authorities.

§6.3 Supports the students' social life by running activity groups and organizing social events. This implies the inclusion of student activities in the Longyearbyen society.

§6.4 Running of Student Welfare services in Svalbard. This includes Student Equipment, Student Storage, Welfare Rifle Lottery.

§6.5 Improvement of the living situation for students in Svalbard. This includes close collaboration with Samskipnaden and helping new students.

§6.6 Distribute and use the Student Welfare funding in a meaningful way for the students.

§7 Position descriptions

All Student Council members have to fulfill their position with adequate care and act according to their mandate. All members have to attend the Student Council meetings.

The members have to be trustworthy and keep confidentiality. They fulfill the general tasks stated in §6 and safeguard the good reputation of the Student Council.

§7.1 The four (4) Bachelor Course Representatives have the following tasks:

§7.1.1 Represent their UNIS bachelor program within the Student Council.

§7.1.2 Make a mid-term evaluation in the middle of the semester.

§7.1.3 Meet with their Department Leader and one of the Student Council leaders to discuss the mid-term evaluation.

§7.2 The Master Representative represents all master students, including the master course students and the guest master students. The Master representative should collect feedback from all master students on a regular basis.

§7.3 The Arctic Nature Guide Representative represents the Arctic Nature Guide program students.

§7.4 The Treasurer is responsible for the finances of the Student Council. This includes the following tasks:

§7.4.1 Administration of the Student Council accounts.

§7.4.2 Writing of Student Council budgets.

§7.4.3 Compiling of annual/ semester reports.

§7.4.4 Requesting financial demands from the student activity groups.

§7.4.5 Administration of student activity group money.

§7.4.6 Preparation of application documents for the semester fee distribution in Tromsø.

§7.4.7 Reporting about the financial status of the Student Council during the Student Council meetings.

§7.5 The Vice Treasurer supports the Treasurer with his/her tasks and follows his/her instructions. In case that the Treasurer is not available, the Vice Treasurer takes over the responsibilities of the Treasurer.

§7.6 The UNIS Board observer attends the UNIS Board meetings and represents the Student Council there.

§7.6.1 He/ She has to follow the UNIS Board regulations.

§7.6.2 He/ She has to update the Student Council about the board meetings in form of a written protocol.

§7.7 The UNIS Board Member represents the Student Council at the UNIS board.

§7.7.1 He/ She has to follow the UNIS Board regulations.

§7.7.2 He/ She will take an active part in the Board discussions and vote on the students' behalf.

§7.7.3 He/ She has to update the Student Council about the Board meetings in form of a written protocol.

§7.7.5 Additionally the UNIS Board Member forms the Student Council Leader group together with the two Student Council leaders and the Treasurer.

§7.8 The Vice UNIS Board Member steps in if either the UNIS Board Member or the UNIS Board Observer can not attend a Board meeting. He/ She has the same rights and duties as the position he/ she substitutes.

§7.9 The Student Council Leader leads the Student Council and has the following tasks:

§7.9.1 Be an active member of the UNIS Leadergroup.

§7.9.2 Updates the Student Council about the Leadergroup meetings in form of a written protocol.

§7.9.3 Organizes and leads the Student Council meetings.

§7.9.4 Ensures the fulfillment of the general Student Council task stated in §6.

§7.9.5 Represents the Student Council inside and outside UNIS.

§7.9.6 Substitutes the Second Leader if he/ she can not attend an ECOM meeting or appoints a substitute.

§7.9.7 Forms the Student Council Leader group together with the UNIS Board Member, the Second Leader and the Treasurer.

§7.10 The Second Leader works in close collaboration with the Student Council Leader. And he/ she has the following tasks:

§7.10.1 Supports the Student Council Leader with his/ her work.

§7.10.2 Acts as secretary during Student Council meetings and publish the minutes.

§7.10.3 Be an active member of the UNIS Educational Committee (ECOM).

§7.10.4 Updates the Student Council about the ECOM meetings in form of a written protocol.

§7.10.5 Substitutse the Leader in the UNIS Leadergroup if he/ she can not attend a meeting.

§7.10.6 Is responsible for the documentation of the Student Council work.

§7.10.7 Forms the Student Council Leader group together with the UNIS Board Member, the Student Council Leader and the Treasurer.

§7.11 The Student Council Leader group consists of the UNIS Board Member, the Student Council Leader, the Second Leader and the Treasurer. They have the following tasks:

§7.11.1 Prepare cases for the Student Council.

§7.11.2 Develop the Student Council.

§7.11.3 Prepare the semester fee distribution application and send it to Tromsø.

§7.11.4 Write official statements and letters in behalf of the Student Council.

§8 The General Assembly

§8.1 The General Assembly is a meeting of all students present at UNIS. All course students, guest master students, guest bachelor students and Arctic Nature Guide students have the right to attend, speak, make suggestions and vote at the General Assembly.

§8.2 The General Assembly takes place at least at the beginning of every semester (spring and autumn) and can also be called in by at least one of the following:

- The Student Council Leader
- 1/3 of the representatives in the Student Council
- 10% of all present students at Svalbard

§8.3 The General Assembly is lead and organized by the person/ group who called in the General Assembly.

§8.4 The General Assembly has to be announced at least 72 hours (3 days) prior to all students who are allowed to attend.

§8.5 The General Assembly elects the Student Council members.

§8.6 A majority of 2/3 of the attendant people can propose a motion of no-confidence against any representative elected by the General Assembly. The person in question must be given the chance to defend him- or herself towards the General Assembly. If the General Assembly votes against this person, he/ she leaves his/ her position at once.

§8.7 All UNIS staff and invited guests, which can be invited from the person/ group calling in the General Assembly, are allowed to attend and speak at the General Assembly.

§8.7 The General Assembly is not able to make decisions during the summer break in between the end of the spring semester and the beginning of the autumn semester.

§9 Election of the Student Council members

§9.1 All course students, guest master students, guest bachelor students and Arctic Nature Guide students present at UNIS during the election have the right to vote on the Student Council elections.

§9.2 The Student Council members are voted for in the following order: Student Council Leader, Student Council Second Leader, UNIS Board Member, UNIS Board Observer, Vice UNIS Board Member, Student Council Treasurer, Student Council Vice Treasurer, the four (4) Bachelor Course Representatives, Arctic Nature Guide Representative, Master Representative.

§9.3 All persons fulfilling the requirements stated in §3 and §4 can apply for the positions in the Student Council prior to the actual vote for each position.

§9.4 An applicant is elected when the majority of the students, present at the election, votes in favor of that person.

§10 Student Council meetings

§10.1 *Announcement of meetings*

§10.1.1 The Student Council Leader arranges the time and place for the Student Council meetings.

§10.1.2 The meeting time should be announced at least one week before the meeting.

§10.1.3 Meeting agenda with relevant documents should be sent out to the Student council members at latest the day before the meeting.

§10.2 *Voting*

§10.2.1 Voting's can take place when more than 50% (7 members) of the Student Council members, including one of the leaders (Leader or Second Leader) and one of the Treasurers (Treasurer or Vice Treasurer), are present.

§10.2.2 A proposal needs more than 50% (7 members) of the total student council members to vote in favor of the proposal for it to pass.

§10.3 *Votes of abstention*

If the number of abstention votes is higher than the number of valid votes in favor or against the proposal, the voting is not valid

§10.4 *Extraordinary meeting*

§10.4.1 An Extraordinary meeting has to be arranged if 1/3 of the Student Council members or the Student Council Leader demand it.

§10.4.2 The meeting must be arranged within a time frame of two weeks by the Student Council Leader.

§10.4.3 If this is not done the Second Leader must arrange the meeting.

§10.4.4 Only the topic that was the reason for the extraordinary meeting should be discussed at the meeting.

§10.5 *Compulsory attendance*

§10.5.1 All the Student Council members have the duty to attend the Student Council meetings.

§10.5.2 If a member can not attend a meeting he/ she has to inform the Student Council about it in advance.

§10.5.3 After two (2) times in a row not showing up without good excuse the concerned Student Council member will be confronted by the Student Council Leaders.

§10.5.4 If they miss out the next Student Council meeting without good reason: The group, represented by the concerned Student Council member, will be asked if they want to elect a new representative.

§10.5.5 In case the person absent is one of following: Student Council Leader, Student Council Second Leader, UNIS Board Member, UNIS Board Observer, Vice UNIS Board Member, Treasurer or Vice Treasurer: After two (2) times in a row not showing up without good excuse the Student Council Leaders will confront them. In case both leaders are constantly not present, this can be done by the Treasurers or Board representatives.

§10.5.6 If they miss out the next Student Council meeting without good reason: Student Council members are asked if they want to vote the person out of the position according to §11.

§10.5.7 The person voted out has to have the possibility to defend themselves to the Student Council before the voting.

§10.6 The Student Council meetings are open to the interested public. Guests have the right to speak at the Student Council, but are not allowed to vote.

§10.7 If the majority of the Student Council members demands it, certain topics can be discussed in closed sessions.

§10.8 Cases that involve individuals are discussed in closed sessions. In the meeting protocols only the decision of the Student Council is mentioned.

§11 No-confidence motion

§11.1 Voting members out of the Student Council is made possible in the following way: More than 2/3 of the total Student Council members vote in favor of dismiss the Student Council member out of their position.

§11.2 A new representative has to be elected within two weeks by the represented group.

§11.3 In case the representative is one of the Student Council leaders, Board members or Treasurers a new representative must be elected by the general assembly. An election must be hold within two weeks.

§12 Summer Authorization

§12.1 At least one (1) member of the Student Council, present at Svalbard over summer, needs to be given responsibility for Student Council matters over the summer break.

§12.2 If no member of the Student Council is staying over the summer break another student/ several students from the student body which has/ have been involved in student welfare during the related spring semester can be given the authorization.

§12.3 This matter must be voted on in the Student Council during the last official meeting before the summer break.

§12.4 All financial decisions during the summer break must be within the authorized budget of the related spring semester.

§12.5 The authorized person/ persons remain the responsibilities and authorizations until the autumn Student Council is elected.

§12.6 All actions done by the authorized person/ persons during the summer break need to be reported to the new Student Council in the following autumn semester.

§ 13 Documentation

§13.1 All work of the Student Council must be documented in an appropriate form. It must be saved on the student server. The work should be saved in an uneditable form like PDF documents. All the work of the Student Council existing in paper form must be archived in the Student Council folders. All students on Svalbard must have the possibility to read the Student Council documentation.

§13.2 All Student Council meeting minutes should be published after revision by the attendees of the meeting in an easily accessible way for students at UNIS. A platform for this can be the Student Council section on the bulletin board at UNIS.

§13.3 All individuals the Student Council critically discusses about, must be made anonymous in the minutes of a Student Council meeting.

§13.4 The minutes of a Student Council meeting should contain:

- The date of the meeting
- The full names of the participants
- The topics of the agenda
- A contact person for each topic

- All changes in the Student Council budget
- Decisions by the Student Council
- Detailed anonymous results of votings

The minutes should be formulated in a way all recipients can understand.

§13.5 The Student Council Second Leader is responsible for the proper documentation of all Student Council work. He/ She is also responsible for making the archived documents accessible to all students and for storing them safely.

§14 Finances

§14.1 The Treasurer and the Vice Treasurer handle the Student Council finances.

§14.2 All financial transactions have to be authorized by the Student Council.

§14.3 Budgets

§14.3.1 The Student Council has to make a preliminary budget at the beginning of each semester. This budget specifies all incomes and savings and all planed investments.

§14.3.2 The Student Council has to approve the preliminary budget during a vote.

§14.3.3 The budget is within the responsibility of the Treasurers who initiate the process of budgeting.

§14.3.4 At the end of each semester a final budget has to be compiled. It has to include all expenses and earnings during the relevant semester.

§14.4 The Student Council is not allowed to create debts.

§14.5 The Treasurer should make sure to keep some money on the Student Council bank account to cover for financial needs on short notice. The Student Council should aim to have not less money on the bank account in the end of the semester compared to the beginning of the semester.

§15 Annual meeting

§15.1 The Student Council has to organize an annual meeting, in form of a General Assembly, at the beginning of every spring semester.

§15.2 During the meeting the final budget and the statements of accounts from the previous year have to be approved.

§15.3 A report from the annual meeting has to be written.

§15.4 The Student Council Leader Group has to sign the Annual meeting protocol.

§15.5 The Annual meeting has to release the previous years Student Councils from their responsibilities in respect of the fiscal year.

§16 Student Activity groups

§16.1 The Student Council should organize the foundation of Student Activity groups in the beginning of each semester. The Student Activity groups organize themselves afterwards.

§16.2 The Student Activity groups must appoint a contact person for the Student Council latest during their first meeting. The contact person should report to the Student Council on relevant developments.

§16.3 Financial support for the Student Activity groups is provided within the financial scope of the Student Council. The Student Activity groups have to apply for money from the Student Council through the Student Council Treasurer. The Student Council must vote on a new budget including the financial support before the money can be transferred.

§17 Student Events

§17.1 All Student Activity groups can organize Student Events. The Student Council helps with the organization. The organizers have to make sure that appropriate safety precautions are taken.

§17.2 Student Events can receive financial support from the Student Council. The organizers have to create a budget prior to the event, which has to be approved by the Student Council.

§17.3 All organized Student Events must have a sober contact person present at the event who can take charge in case of an emergency during the event. This person is to be appointed prior to the event by the organizers.

§17.4 Open fire (including candles) is not allowed during organized Student Events inside the Student housings.

§18 Student Welfare

§18.1 The Student Council operates the Student Welfare through the Student Activity Groups. The Student Welfare offers several services for the students in Longyearbyen.

§18.2 The Student Welfare services are run with financial resources from the Student Council.

§18.3 The Student Council decides on the available amount of resources for Student Welfare services.

§19 Keys

§19.1 Keys are handed out at the beginning of each semester.

§19.2 The keyholders are personal responsible for the keys they hold

§19.3 All keys have to be returned at the end of each semester.

§19.4 The authorized summer person/ persons receive relevant keys at the beginning of the summer break. The keys have to be returned at the end of the summer break.

§20 Change of the Student Council Constitution

§20.1 The Student Council can decide on changes to it's constitution.

§20.2 When the Student Council has decided to change its Constitution, the General Assembly has to vote with a 2/3 majority in favor of it to become valid.

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