

# **THIS IS ONLY EXPLANATORY AND TO BE USED AS AN EXAMPLE**

## **Foundation meeting for «name of the organization»**

On 01.01.2017, a foundation meeting was held.

Present as founders were:

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### **Statutes for «name of the organization»**

#### **§ 1 Purpose**

*The purpose of the organization is to be an executive(overreaching) administrative organization for the students at the University of Stavanger who want to participate....*

*The organization shall:*

- *Work to promote...*
- *Gather students with the interest of...*
- *Etc.*

#### **§ 2 Organizational affiliation**

*Is the organization an independent organization/association or does it have connections to a higher body that is at a national level. Ex. A student political association affiliated with the associated national party.*

#### **§ 3 Members**

*In order to become a member of ..... you must be a student at the University of Stavanger. Or, to become a member you must be a student in Stavanger.*

#### **§ 4 Voting rights and eligibility**

*Who has the right to vote in the organization is often associated with § 5 Contingent and § 3 Members.*

#### **§ 5 Contingent**

*The membership fee is determined by the general assembly (annual meeting) and paid in advance. Members who owe a membership fee for more than a year do not have the right to vote or other rights and can be removed by the board as a member of the association. If a member is removed, it cannot be taken up again until the due membership fee has been paid.*

#### **§ 6 Allowance for shop stewards (student representatives)**

*Student representatives shall not receive allowance/remuneration for their positions.*

#### **§ 7 General Assembly**

*The General Assembly, which is held every year during the first quarter, is the organizations highest authority. The general assembly is convened by the board at least a month in advance, directly to the members and/or by announcing it in the press. Proposals to be considered at the general assembly must be sent to the board no later than two weeks before the assembly is to be held. A complete agenda must be available to members no later than one week before the assembly.*

*All members have access to the general assembly. The general assembly might invite other people/ and or the media to attend.*

*The general assembly is quorum with the number of voting members present. No one has more than one vote, and voting cannot take place by proxy.*

*Proposals for amendments to the statutes of the organization that have not been submitted to the agenda no later than one week before the general assembly cannot be considered at the general assembly. Other cases can be processed and decided when 2/3 of those present requests it. Such a decision can only be made in connection with the approval of the agenda.*

## **§ 8 Management of the general assembly**

*The general assembly is governed by an elected moderator/chairman. The chairman/moderator does not have to be a member of the organization.*

## **§ 9 Voting at the general assembly**

*Unless anything else is decided, a decision is valid when it is made by a simple majority of the votes cast. Blank votes shall be deemed as not to have been cast.*

*Elections take place in writing if there are more than one suggestion. Only proposed candidates can be entered on the ballot paper. If several are to be elected by the same ballot, the ballot papers must contain the number of different candidates to be elected by the ballot in question. Ballot papers that are blank, or that do not contain proposed candidates, or other numbers of candidates than those to be elected, do not count, and the votes are considered not cast.*

*When an election takes place individually and a candidate does not obtain more than half of the vote cast, a bound re-election is held between the two candidates who have obtained the most votes. If there is another tie vote, the election is determined by drawing lots.*

*When several people are to be elected in an election, everyone must, in order to be considered elected, have more than half of the votes cast. This does not apply to the election of deputies. If not, enough candidates have achieved this in the first instance, they are considered elected who have received more than half of the votes. A bound re-election is then held between the other candidates, and after this vote, those who have received the most votes are considered elected. If there is a new election tie vote, the election is determined by drawing lots.*

## **§ 10 Tasks of the general assembly**

*The general assembly shall:*

- 1. Process the annual report*
- 2. Process accounts in audited form*
- 3. Process received proposals*
- 4. Determine contingent*
- 5. Adopt a budget*
- 6. Select:*
  - a. President and Vice president*
  - b. Board members*
  - c. Accountant*

## **§ 11 Extraordinary general assembly's**

*Extraordinary general assemblies are held when the board decides, or when it is required by at least one third of the voting members.*

*It is convened in the same ways as for ordinary general assemblies.*

## **§ 12 The board**

*The organization is led by a board that is the highest authority between the general assemblies.*

*The following roles shall be part of the board*

- *President*
- *Vice President*
- *Accountant*

*The board shall:*

1. *Implement the provisions of the annual meeting.*
2. *If necessary, appoint committees, or people for specific tasks and prepare instructions for these.*
3. *Administer and maintain the necessary control of the organization's finances in accordance with the instructions and regulations in force at any given time.*
4. *Represent the organization externally.*

*The board shall hold a meeting at the request of either the president or majority of the board members.*

*The board is quorate when a majority of the board members are present. Decisions are made by a majority of the votes cast. In the event of a tie the Presidents vote counts twice.*

## **§ 13 Amendment of the Statutes**

*Amendments to the statutes of the organization can only be made at an ordinary or extraordinary general assembly, after having been on the agenda. A 2/3 majority of the votes cast are required.*

## **§ 14 Dissolution (§ 14 cannot be changed.)**

*Here it is very important to fill in what the organization is to do with any profits that are on the books at the closure of the organization. The Welfare Council demands that funds that have not been used for relief are returned to the Welfare Council – this must be in order for the organization to even have the ability to receive funds from the Welfare Council.*