



DARE TO BE MORE THAN A STUDENT

Statutes for BI Student Organisation

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Definitions

Simple majority

The proposition with most votes is elected.

Majority

The proposition must have more than 50 % of votes given to be elected.

Qualified majority

The proposition must have 2/3 of votes given, and blank votes are not counted. The proposition must have support from over 50 % of all voters.

Acclamation

Way of voting used at the General assembly. With acclamation, voters are encouraged to express agreement through applause.

Meeting documents

Preparatory documents containing issues to be processed at the applicable meeting, as well as nominations, budget, financial statements as well as other relevant documents.

Compulsory attendance

Persons with compulsory attendance must have a valid reason to not attend in the body they have compulsory attendance.

§ 1 Objectives

1.1 Vision

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§ 2 Organisation

2.1 Name and logo

The organisation is called BI Student Organisation, shortened to BISO.

2.2 Positions of trust

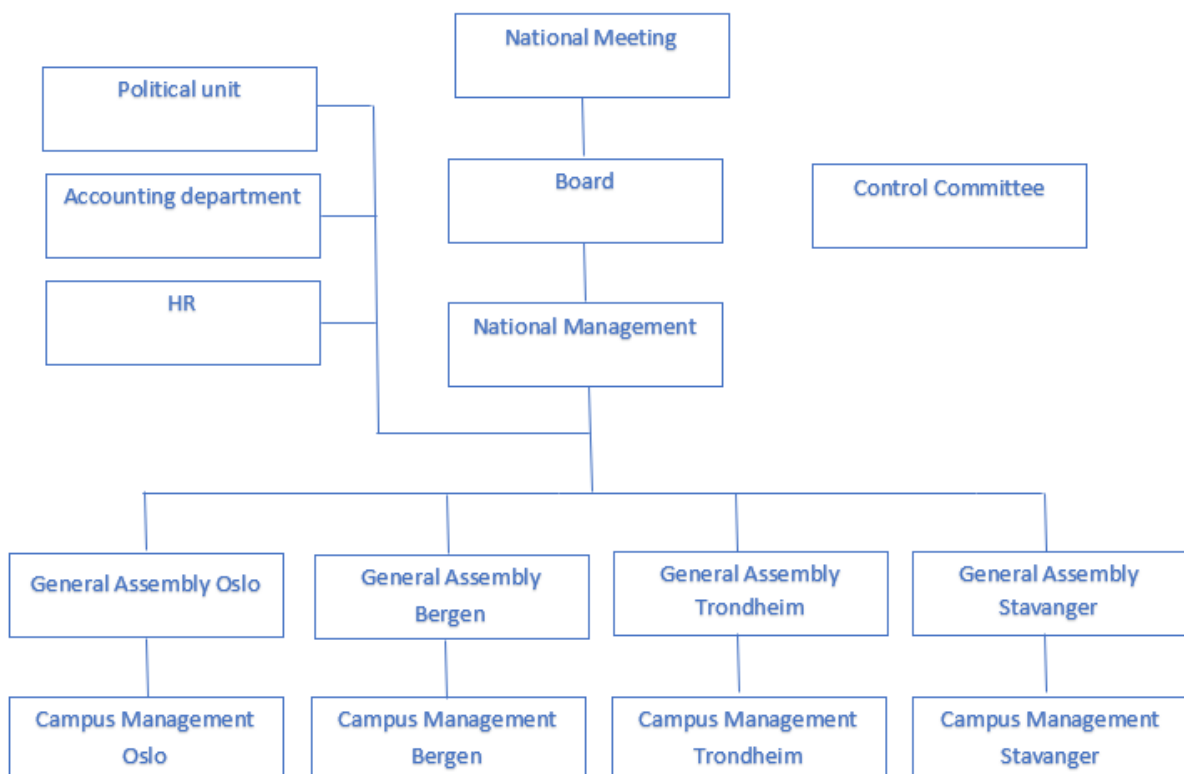
Positions of trust is defined as positions that are elected by the national meeting or campus general assembly.

Candidates for Position of trust in the National management, Campus management and HR must fulfil requirements about membership specified in § 3.1. When entering a Position of trust, an employment contract shall be signed.

Persons with a Position of trust in BISO shall not exploit their position to promote matters that brings personal gain.

Persons with Position of trust in BISO are not allowed to go on exchange during their active term.

2.3 Organisational map



§ 3 Membership

3.1 Members

All students at BI Norwegian Business School who pay membership fee to BISO, are considered members.

3.2 Membership fee

The membership fee is decided by the National meeting and changed when needed.

3.3 Code of Conduct

All members of BISO are obliged to follow the Code of Conduct.

3.4 Sanctions

By violation of the Code of Conduct or the statutes, members may be excluded from the organisation.

§4 National meeting

4.1 Execution

The National meeting is the highest governing power of BISO, and is conducted once -1- a year, in the spring semester. The National management is responsible for summoning and execution of the National meeting.

The following deadlines apply to the National meeting:

Summoning: No later than forty-five -45- days before the meeting.

Submission of agenda points: No later than twenty -20- days before the meeting.

Meeting documents: No later than ten -10- days before the meeting.

Submitted agenda documents are to be sent to the National management. Meeting documents are to be available for members and other invitees. Suggestions that exceeds the deadline will not be processed at the National meeting unless a majority actively requires so. This does not apply to elections for Positions of trust, proposals for amendments to the agenda, proposals for voting arrangements or other proposals related to the administrative execution of the National meeting.

All members of BISO have a right to speak and to present proposals, in other words a right to propose matters that should be processed at the National meeting.

4.2 Extraordinary National meeting

Extraordinary National meeting can only be summoned by the board or the National management when the issue requires so, for example if particularly important or unforeseen situations arise. The control committee is also obliged to do so if a motion of distrust is raised against one or more members of the Board.

The following deadlines apply to the National meeting:

Summoning: Fourteen -14- days before the meeting at the latest.

Meeting documents: Seven -7- days before the meeting at the latest.

The extraordinary National meeting can only process the matters that are the cause of the extraordinary National meeting.

4.3 Composition

The decision-making authority at the National Meeting is given to a collection of delegates in BISO.

The meeting is open to all members of the BISO.

Each campus will be represented at the National Meeting through four -4- delegates from each Campus management. The Campus management decides who should have the right to vote at the National Assembly, and unless otherwise explicitly agreed, the decision on this is made by a simple majority. No individual have more than one vote.

Each campus is assigned one -1- student representative per commenced eight hundred - 800- full-time student at its campus. The student representatives must be elected at the local general assemblies. If sufficient student representatives are not selected, the number is supplemented by management.

All voting members, the National management, HR manager, one HR representative from each campus, and one representative from the control committee from each campus are required to attend.

4.4 Decisions

Decisions made at the National Meeting take effect immediately after the decision is made, unless otherwise decided. Changes to the statutes must have a qualified majority.

The General Assembly shall process the following matters:

- Constitution of the National Assembly
- Annual report for the National management
- Proposals for changes to the statutes
- Financial annual report
- Accounting
- Budget
- Cases raised by BISO members
- Political Target Document

Election of:

- Student representatives to the National management
- Chair of the Board
- Auditor
- Delegates to the national meeting of The National Union of Students in Norway

HR shall announce the nominations for elections at least ten -10- days before the National meeting is held. The general meeting convened is quorum when at least 3/4 of the voting members are present.

If a voting person requires a written vote, the case shall be voted on by a written election.

4.5 Costs

The budget for upcoming national meetings will be prepared by the National management and approved by the National meeting. At ordinary national meetings, the National Management bears the costs associated with the conduction of the National Meeting.

4.6 Delegates to the Norwegian Student Organization

The delegates are BISO's representatives during the national meeting of The National Union of Students in Norway (NSO). The Director of Academics and Politics in the National Executive is elected as a delegate and delegation leader during his or her election. The delegates will work to promote and safeguard the students at BI's interests in line with policies adopted at the NSO National Meeting.

§ 5 General assembly

5.1 Execution

Within 10 weeks of the start of the semester, an ordinary general meeting shall be held at each campus. The local HR is responsible for the summoning and execution. Summoning is convened by circular.

The following deadlines apply to the General assembly:

Summoning: No later than four -4- weeks before the meeting.

Submission of agenda points: No later than three -3- weeks before the meeting.

Meeting documents: No later than two -2- weeks before the meeting.

Matters that are to be processed at the general meeting must be received by the Campus management within the deadline. Proposals that exceed the deadline for submissions will not be processed at the general assembly unless a majority of the general assembly's voters actively demand this. This does not apply to proposals for the election Positions of trust, proposals for changes in the agenda, proposals for voting or other proposals related to the administrative execution of the general meeting. Meeting documents shall be available to members and other invitees.

Members of BISO at the relevant campus have the right to attend, propose and speak.

5.2 Extraordinary general assembly

Extraordinary general assembly may be summoned by the National or the Campus management when the matter so requires, for example, if particularly important and unforeseen situations arise.

The following deadlines apply to the Extraordinary General Meeting:

Summoning: Not later than seven -7- days before the meeting.

Meeting documents: No later than three -3 days before the meeting.

5.3 Composition

Local laws determine who has the right to vote and how the general assembly should be conducted. However, these should not conflict with BISO's statutes.

5.4 Decisions

Unless otherwise decided, resolutions adopted at the general meeting shall take effect immediately after the decision is made. Changes in local laws take effect from the moment the general assembly is completed.

The General Meeting shall consider the following matters

- Local laws
- Report from Campus management and HR
- Accounting and budget
- Affairs brought to attention by the students

Election of:

- Local management (Autumn)
- HR representatives
- Control Committee
- Representatives of the Welfare Assembly
- Student Representatives for National Meeting (Spring)

HR shall publish its nominations for Positions of trust no later than one week before the general assembly.

If a voting person requires a written vote, the case shall be voted on by a written election.

§6 Elections to Positions of Trust

6.1 Procedure

HR explains the general process and group composition around the nominations.

Elections are made according to the following procedure:

1. The Control Committee orients about the election process.
2. HR explains the nomination.
3. Candidates who are not nominated announce their counter-candidacy, including bench proposals by their own or another person.
4. Candidates hold their election speeches and answer questions governed by the Rules of Procedure. If there are counter-candidates, all candidates who do not hold their electoral speech should leave the room.
5. Written voting. Election of persons shall always take place in writing by majority. For several candidates, the candidate with the fewest votes is eliminated after a round of voting. Then there is a new vote until majority is reached.

6.2 Candidates running for election

Nominated candidates shall attend, or otherwise be available to the Assembly. HR is obliged to inform the nominated candidate of any counter-candidates.

Unless otherwise stipulated, choices are made for one -1 year from 1 January or 1 July.

6.3 Number of Positions of trust

A person cannot hold more than one -1- at a time. This does not apply to the election of delegates to the NSO's or BISO's National Meeting, or representatives to the respective welfare councils.

6.4 Election of persons outside the National meeting and general assemblies

Elections outside the National meeting are made by the Board.

Elections outside the General assemblies is regulated by local laws.

§7 The Board of trustees

7.1 Purpose

The Board is required to submit to BISO's purpose, the BISO statutes in force at any given time, as well as other decisions made by the National meeting.

The Board shall adopt long-term strategies and visions for BISO and contribute to continuity in and for the organization. The Board shall have an advisory function for the National management.

The Board shall always be informed about the organisation's financial situation and ensure that there is satisfactory control over the organisation's operations, accounting and more.

7.2 Tasks

The Board shall develop the organisation's strategy and approve a budget where the risk is considered to be of a significant nature.

The Board is responsible for making BISO's strategy and list of board members available to BISO's members.

7.3 Composition

The Board shall consist of the Chair of the Board elected by the National meeting, presidents for each campus and four -4- external representatives.

The student representatives of the Board elect external representatives to the Board. External representatives choose for a period of twenty-four months.

7.4 Function time

The Chairman and external representatives are elected for twenty-four months. The local presidents spend their time as leader.

7.5 Board meetings

Any board member may require that a board meeting is held.

Board meeting must be notified in an appropriate manner and sent at the latest ten -10- days in advance of the meeting. The case papers must reach the entire organisation five -5- days before each meeting. Summoning and execution of board meetings may, however, take place at shorter notice if the matter so requires, for example if particularly important or unforeseen situations arise.

All members of the Board of trustees have a duty to attend board meetings. There must be kept meeting minutes for all Board meetings. The meeting minutes shall be submitted for approval at the next ordinary board meeting.

The Board can make a decision when more than half of the board members, including the Chair of the Board, are present or participate in the Board meeting. The Board shall meet in physical meeting, unless the Chair of the Board finds that the meeting may be conducted in writing or in another satisfactory manner. The Chairman of the Board shall ensure that it's members can, as far as possible, participate in coherent handling of matters that are dealt with outside ordinary meetings. Board members may require physical meetings. The Board meeting is led by the Chair of the Board. The Chair of the Board has a double vote in the event of an equality of votes. No decision can be made on Other/Board dedicated time.

§8 National management

8.1 Purpose

National management is required to submit to BISO's purpose, the BISO statutes in force at any given time, as well as other decisions made by the National meeting and the Board.

The National management shall be responsible for the day-to-day operation of BISO at national level in accordance with the adopted strategy, as well as implement the National meeting and the Board's decisions.

The National management is BISO's highest executive body between the National meetings. Local managements must comply with the National management's decisions.

8.2 Tasks

The National management shall guide the Campus management in the operation of BISO.

The National management may require that protocols and other relevant documents be provided from all BISO subunits. The National management is responsible for conducting the National meeting, and the President is responsible for the preparation of the National management's annual report. This should be available in Norwegian and English. If any Campus management is not set, the National management shall take over the daily local operations.

8.3 Composition

The National management shall consist of the following positions:

- President
- Director of Finance
- Director of Academics and Politics
- Director of Business Relations
- Director of IT and Communication
- Director of Internal affairs
- Director of Projects

The National management decides Vice President internally, in consultation with Chair of the Board.

8.4 Function time

The National management enters their position 01.07 after elections at a National meeting and resigns from 30.06 the following year.

8.5 Management meetings

All National management members are required to attend management meetings. There must be kept meeting minutes for all Management meetings.

National management can decide when more than half of the members, including the President, are present or participate in the meeting. The National management shall meet in physical meeting, unless the President finds that the meeting may be conducted in writing or in another satisfactory manner. The President shall ensure that the members can, as far as possible, participate in coherent handling of matters that are dealt with outside ordinary meetings. Members may require physical meeting. The President has a double vote in case of an equality of votes.

§9 Campus managements

9.1 Purpose

The campuses are required to submit to BISO's purpose, the BISO statutes in force at any given time, as well as other decisions made by the National Assembly, the Board and the National management.

9.2 Tasks

Campus managements are responsible for the good and proper operation of BISO at their campus.

The Campus management's task is to ensure that necessary templates, such as semester reports and experience reports, are available to BISO's subunits, and to ensure that relevant information about operations and the organisation is available to BISO's members.

The Campus president is responsible for providing regular written feedback on the situation at their Campus to the National president.

Campus managements can set up and set up necessary working groups, chambers and forums.

9.3 Management meetings

All Management members on the Campus in question, including one -1- representative from HR, have a duty to attend Management meetings. There must be kept meeting minutes for all Management meetings. In sensitive cases, management may choose to censor the report so that only vital information is recorded. Meetings are initially closed but may be chosen to open if the management decides by a simple majority.

The management can make a decision when at least half of the Management members, including the Campus president or Vice Campus president, as well as at least one HR are present. Issues are decided by open voting among the management members. The Campus president has a double vote in case of an equality of votes.

9.4 Limited companies

Limited companies owned by BISO are operated by the local campuses and are regulated by the local laws.

§10 Subunits

10.1 Purpose

The subunits shall support the organisation's work to create student welfare.

10.2 Composition

The subunits shall consist of a board responsible for the operation of the unit. Unless otherwise decided, positions on the board have a term of office of one year. The board must consist of at least a Manager and a financial manager. Boards for academic associations must consist of at least a Manager and a Financial manager and an Academic manager.

10.3 Meetings

All managers of subunits are required to attend meetings organised by the Campus management where they are summoned.

10.4 Discontinuation

The Campus managements is mandated to create and discontinue subunits. In order for a subunit to be created or closed down, a Majority is required at Campus management meetings. Any new subunits and discontinuation of subunits are only official when informed at the General assembly.

§11 Control Committee

11.1 Purpose

The Control Committee is an objective and advisory body for the National meeting and the General assemblies.

11.2 Tasks

The main task of the Control Committee is to ensure that BISO's statutes are complied with by the organisation's bodies at all times. The Control Committee's unanimous interpretation of the statutes has binding effect, unless the National meeting with a qualified majority decides otherwise.

The Control Committee shall ensure that the process of election of Positions of trust is carried out in accordance with the statutes and set guidelines. The Control Committee shall carry out random sampling of interviews related to the election Positions of trust.

The Control Committee is responsible for keeping BISO's statutes updated, both Norwegian and English. This includes entering approved changes after each National meeting, as well as updates related to changes in operations and the organization. The Control Committee has editorial authority to make linguistic changes without changing meaningful content.

If the minimum requirements for the number of positions in the Control Committee are not met, the Board shall take over the tasks of the Control Committee.

11.3 Composition

The Control Committee shall consist of a minimum of three -3- persons. Persons elected in person by the General Assembly or managers of subunits with voting rights at General assemblies cannot be part of the Control Committee. The Control Committee on each campus internally constitutes one member who is sent to the National meeting, where the composite group will act as the Control Committee for the duration of the national meeting.

Members of the Control Committee does not need to be active students or members of the organisation.

11.4 Function time

The members of the Control Committee are elected by the General assembly for twelve -12 months.

§12 HR

12.1 Purpose

HR is an objective body to handle personnel matters and recruitment.

12.2 Tasks

HR's core tasks are in recruitment and personnel. HR reports to BISO's HR employee.

HR is responsible for electoral processes in BISO. HR must assess each person's candidacy. Applicants must be interviewed, and references made. HR submits a reasoned nomination for the National meeting and the General assembly. If no candidate is considered suitable for the position, no one will be nominated. Diversity should be pursued.

HR is responsible for ensuring that an overview of the committee's members always is available to BISO's members.

12.3 Function time

HR representatives have a term of office of one year from being appointed by General assembly. HR representatives are recruited in two rounds to ensure continuity of position. Two HR representatives will be appointed at the spring General assembly and one at the autumn General assembly. There should always be three -3- HR representatives on each campus.

12.4 Confidentiality and Inability

HR representatives are under a duty of confidentiality during and after election processes. A member of HR cannot participate in decisions where one has personal interest.

§13 Political body

13.1 Purpose

The political body aims to develop and determine policies for BISO.

13.2 Tasks

The political body is mandated to develop and determine political platforms and documents. The body should strive to use the local General assemblies as a consultation body for major political issues.

The political body will develop the political target document, which is the BISO's principle program, and submit it to the National meeting.

13.3 Composition

The Director of Academics and Politics is responsible for the body. The Head of Politics in each Campus management is automatically a member. Furthermore, the body itself may elect representatives as they wish.

§14 Business

14.1 Company presentations

All company presentations and other forms of student recruitment must be agreed upon and negotiated through Næringslivsutvalget (NU) or the corresponding staff function at each campus.

14.2 Inquiries against companies / organizations

The Director of Business Relations in the National management is in charge of all business contacts on behalf of BISO. All members of BISO are obliged to follow the guidelines and prices for market activity locally in BISO.

14.3 Pricing

Prices for recruitment channels, including profiling such as poster sites, stands and company presentations, are determined by the Local managements in consultation with their subunits and the Director of Business Relations in the National management. Set prices also apply for events organised by BISO outside the campus area.

Recruitment is defined as any activity in which a company's career opportunities and recruitment practices are presented.

14.4 Guidelines and prices

Guidelines and prices shall be available from the Head of Business Relations in the Campus management, Markedsavdelingen and Næringslivsutvalget. Guidelines for profiling must always be available.

14.5 Signature Right

14.5.1

The Chairman of the Board and the National president have jointly signatory.

14.5.2

National president, Director of Finance, Director of Business Relations in the national management, and employed Financial advisor has procuration.

14.5.3

The Campus president has a procuration. The Head of Business Relations and Controllers can sign documents but must have the signature of the Campus president on agreements of greater significance.

14.6 Violation

In the event of a breach of the points under section 14, Campus management will issue fines for completed activity that falls to the relevant subunit. The indicative rate is 1.3 times the value of completed activity.

§15 Financial management

15.1 Information

The National management is obliged to keep the National meeting informed on BISO's financial situation and liquidity on an ongoing basis.

15.2 Accounting

The accounts shall be kept in accordance with good accounting practice and shall at all times strive to be up to date. Accounting with notes, balance sheet and audit report are presented to the Board and the National meeting in an understandable manner for approval.

15.3 Budget limits

All members of the organisation are obliged to work within budget frames provided by the Campus managements, the National management and the National meeting.

§16 Suspension and resignation

16.1 Motions of distrust

All members of the BISO may make a request for the resignation of a representative. Mistrust proposals must be addressed in writing to HR who is obliged to deal with the matter within twenty -20- days. The Chairman of the Board shall be informed, or the National Chairman, if the case concerns the Chairman of the Board.

16.2 Inability

People who request distrust or distrust have been raised against are incapable of treatment and should not have decision-making authority. The decision can be appealed to the Control Committee.

16.3 Disputes

In the event of disagreement and / or doubt as to how the statutes are to be understood, they shall be investigated / interpreted by the Control Committee.

16.4 Resignation of trustees

1. Resignation from the Board of Trustees and local managers shall be effected by written notification to the Chairman and HR.
2. Resignation from the Office of Trustee as Chairman of the Board shall be made by written notification to HR.
3. Resignation from the Local Trustee must take place by written notification delivered to HR and the local manager.
4. All trustees have a -1- month notice period.

16.5 Guidelines for personnel matters

1. All bodies are subject to a duty of confidentiality when the matter is pending. In case of sensitive cases, an extended duty of confidentiality can be given through a

declaration of confidentiality. For personnel matters, the duty of confidentiality also applies after the treatment.

2. All BISO members and trustees, who the treating body believes can be aware of the facts of the case, have both attendance and information duty when summoning. These persons are subject to a duty of confidentiality by summons until a final judgment has fallen.
3. The affected party (s) must be immediately notified of any possible motion of no confidence.
4. The affected party (s) have the right to comment on the matter before a decision is taken.
5. A decision can be appealed to HR no later than one-1 week after the decision has been notified to the affected party (s).
6. In the event of an appeal, all case information and the conclusion of the case shall be submitted to the Control Committee.
7. The appeal must be dealt with within three -3- weeks.
8. Decisions of the Control Committee are final.
9. The judgment shall enter into force immediately upon the decision.

§17 Dissolvment, withdrawal and merger

17.1 Resolution

A decision to dissolve BISO is made by the National Assembly by a 3/4 majority, and a decision must be made at one National meeting and one Board meeting for two subsequent semesters.

Proposal for dissolvment must be received by the Board at least 30 days before the National meeting is to be held.

Upon dissolvment, BISO's assets / liabilities will be distributed to the campuses associated with the current distribution of delegations.

17.2 Withdrawal

Members can withdraw their BISO membership by contacting their respective campus. Individual campuses are not allowed to withdraw from BISO.

17.3 Merger or demerger

A decision on a merger or demerger is made by the National meeting by a 3/4 majority, and a decision must be made at one National meeting and one Board meeting for two subsequent semesters.

Proposals for a merger or demerger must be received by the Board no later than 30 days before the National meeting is to be held.

§ 18 Entry into force

These statutes are valid from 01.01.2020

Amendments to the statutes adopted at the subsequent National meeting shall take effect from the moment the National meeting is lifted.