

STATUTES



THE STUDENT UNION AT BI NORWEGIAN
BUSINESS SCHOOL IN OSLO

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DEFINITIONS

General majority

The general majority requires more votes for the proposal than against the proposal. A vote of abstention will have no effect on the outcome of the vote.

Qualified majority

The qualified majority has 2/3 of the votes, but abstention votes should not be counted. The proposal must have the support of more than half of all eligible voters in the audience.

Acclamation

A voting method used at the General Assembly. Voters are encouraged to express their agreement through applause.

Abbreviations

Bodies and positions, which are called SBIOxxxx, is shortened down by removing SBIO. This regards:

SBIO General Assembly → General Assembly

SBIO Board → Board

SBIO Chairman → Chairman

SBIO Management → Management

SBIO Control Committee → Control Committee

SBIO Election Committee → Election Committee

English statutes

SBIO's statutes have been translated to English to ensure that international members of the organisation can understand and participate in the organisation after set rules and regulations. Due to the nature of the language in the Norwegian statutes, some paragraphs and sentences may not be accurate or have a clear meaning. International members are therefore encouraged to contact the Control Committee in cases where the statutes are unclear. The Norwegian statutes for SBIO represents the statutes that all members shall follow, thus deviations in the English version does not give members the freedom to judge statutes according to the English version alone.

§ 1 - OBJECTIVES

The Student Union at BI Norwegian Business School in Oslo (hereafter SBIO) is an interdisciplinary organisation that strives to promote a positive environment for all students and interest groups at BI Norwegian Business School. SBIO will be run by and for students at BI Norwegian Business School. SBIO will work to protect and develop students' interests. SBIO will also work for student welfare, and for the reputation of both the school and its study programmes.

SBIO is nonpartisan and religiously neutral.

§ 2 - NAME AND LOGO

2.1 Name

The SBIO name in Norwegian is "Studentforeningen ved Handelshøyskolen BI i Oslo" and the name in English is "The Student Union at BI Norwegian Business School in Oslo". The abbreviation SBIO can be used in both Norwegian and international contexts.

2.2 Logo

SBIO's logo must be applied to marketing materials and on websites affiliated with the Student Union at BI Norwegian Business School in Oslo.

§ 3 – MEMBERSHIP

3.1 Members

Members include those who pay a member fee to the Student Union at BI Norwegian Business School in Oslo.

3.2 Members with positions in SBIO

Members with positions in SBIO shall not take advantage of their position to promote cases of personal gain.

3.3 Membership Fees

The membership fee is settled by the SBIO General Assembly.

For reimbursement, a membership withdrawal and claim of refund must be submitted within fourteen (14) days after receiving the invoice from BI Norwegian Business School. Withdrawal and claim of refunds must be submitted in written form and be sent to Head of Finance in the Management.

3.4 Exclusion

Members who intentionally or through gross negligence inflict harm on the SBIO's and/or BI Norwegian Business School's property, reputation, members and/or employees, or seek to undermine the SBIO goals and work methods have probable cause for exclusion.

The Board prepares guidelines on how decisions regarding exclusion shall be made. The Management makes the decisions. Decisions can be appealed to the Control Committee, who undergo procedures by the Management and ensures that they follow the Board's guidelines.

3.5 The SBIO Honorary Member

The SBIO Honorary Member (Æresmedlem) is an honorary title that can only be assigned to someone who is not a member of the SBIO, but through their involvement and extraordinary contribution have proven themselves deserving of the title. This title is SBIO's highest distinction.

The candidate for an Honorary Membership will first be presented to the Management who will then vote on whether the candidate is worthy of an Honorary Membership. Upon a unanimous vote in favour, the Management will present the candidate to the General Assembly. An approval of the title is made through acclamation in the General Assembly, and the title is awarded at the annual SBIO Ball.

3.6 The Knights of Nydalen

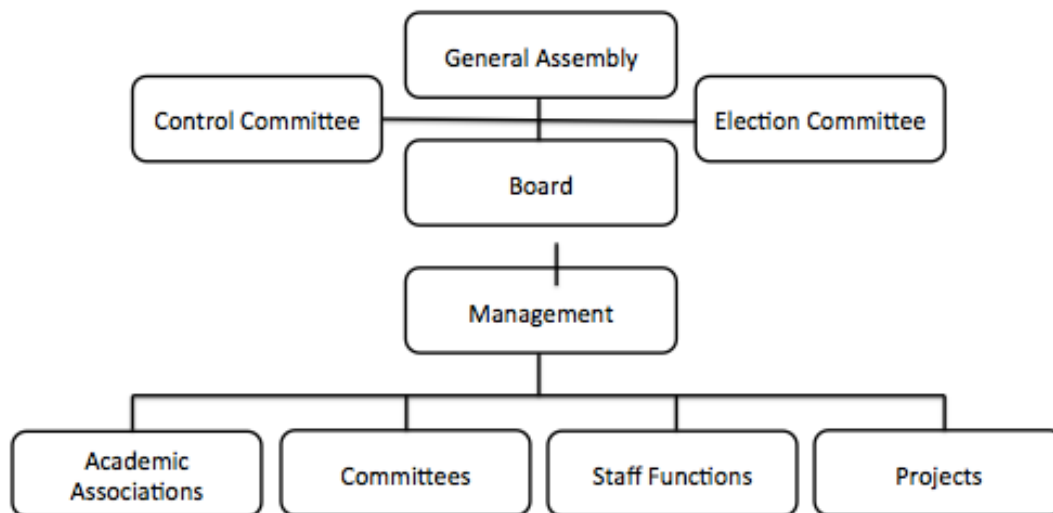
The Knights of Nydalen (Ridder av Nydalen) is an honorary title for former and present members of SBIO, who through their engagement have shown themselves worthy of the order, The Knights of Nydalen. This title is SBIO's second highest distinction.

Knights of Nydalen candidates will first be presented to the Management, who then will vote on whether the candidate is worthy of the order. Upon a unanimous vote in favour of the candidate, the Management will present the candidate to the General Assembly. An approval of the title is made by acclamation in the General Assembly, and the title is awarded at the annual SBIO Ball.

§ 4 – THE ORGANISATION

4.1 Organisation Chart

The following is a tentative chart showing a rough outline of the SBIO organisation. The chart is updated after every SBIO General Assembly.



4.1.1 SBIO Forums

- Forum for Student Representatives (FFK)
- Forum for Internationalisation (FFI)

4.1.2 The Welfare Council in the Student Association Oslo and Akershus (SiO)

SBIO has one (1) representative per 1500 students for the Welfare Council in the Student Association in Oslo and Akershus (SiO).

4.1.3 Norwegian Student Organisation (NSO)

SBIO has one (1) delegate per commenced 1000 students at the Norwegian student organisation's national convention. The basis for the calculations of the delegate allocation, is set to each member party's average of the institution's student number for the final academic year, before the announcement is sent out. Student numbers are set after the number of students who are the basis for the payment of operating subsidies. For SBIO, this applies to SIO paying students.

4.2 Duties and Media Statements

Persons elected by the General Assembly are obliged to act in accordance with the Political Guidelines.

Persons elected by the General Assembly are not to make statements to the media that is in conflict with the Political Guidelines. In cases where no policy exists, representatives shall speak in a manner that safeguards SBIO's interests.

§ 5 - THE SBIO GENERAL ASSEMBLY

5.1 The SBIO Objectives

The SBIO General Assembly is the highest decision-making body of SBIO. The objective of the General Assembly is to ensure a democratic foundation for all important decisions that have an impact on The Student Union and its members.

5.2 The General Assembly Addresses the Following Matters:

- The constitution of the General Assembly
- Semi-annual report for the Board and the Management
- Annual Financial Report
- Changes in statutes
- Finances
- Budget, to be addressed at the General Assembly in the autumn
- Proposals brought before the General Assembly by students at BI Norwegian Business School
- Political Guidelines for SBIO, to be addressed at the General Assembly in spring
- Determine the membership fee for SBIO
- **If applicable, the election of:**
 - Student Representatives for the Board
 - Representatives to The Management
 - Representatives and vice representatives to the Welfare Council in Oslo and Akershus (SiO)
 - Representatives to The Control Committee
 - Representatives to The Election Committee
 - The SBIO Accountant
 - Representatives to The National Union of Students in Norway

5.3 Structure

The General Assembly will consist of Presidents from represented academic associations, societies, projects, and staff functions in SBIO. Newly established societies, projects and staff functions will first gain voting rights after twelve (12) months.

Each represented group will have voting rights based on the following conditions:

Committees = 1 vote

Projects = 1 vote

Staff functions = 1 vote

Academic Associations:

0-299 students = 3 votes

300-399 students = 4 votes

400-499 students = 5 votes

500-599 students = 6 votes

600-799 students = 7 votes

800-999 students = 8 votes

1000-1199 students = 9 votes

1200-1399 students = 10 votes

1400-1599 students = 11 votes

1600→ students = 12 votes

5.4 The Obligations of the SBIO Board to the SBIO General Assembly

Tasks of the Board are to prepare, issue a summons to, and carry out the General Assembly. They are also to nominate the General Assembly chairman, assessor, secretary, two (2) meeting clerks who verify the minutes, and two (2) counters. The Board must also ensure that the General Assembly agenda is available for all members of SBIO. If all positions in the SBIO Board are vacant, the President of SBIO is to assume the responsibilities for the Board regarding the General Assembly.

5.5 Conducting the General Assembly

5.5.1 Frequency of Meetings

The General Assembly will be arranged once (1 time) every semester.

5.5.2 Summons

- Summons to the General Assembly are to be sent four (4) weeks before the day of the meeting at the latest.
- The final agenda and all supporting documents for the General Assembly must, at the latest, be available two (2) weeks before the day of the meeting. These documents must include any suggestions for changes to SBIO's statutes.

5.5.3 Deadlines

- Matters for consideration must be in the hands of the Chairman of the Board at least three (3) weeks before the day of the General Assembly.
- The Chairman of the Board must receive suggestions for changes to the statutes at least three (3) weeks before the day of the General Assembly.
- Vice representatives at the General Assembly must, in written form, be registered with the group's respective superior in the Management within 24 (twenty-four) hours before the start of the meeting. Under exceptional circumstances, the Board can accept vice representative during the General Assembly.
- The General Assembly minutes must be available at least four (4) weeks after the day of the meeting and must be published on a platform available to whomever it may concern.
- Candidates who are not appointed, but who wish to maintain or register their candidacy, must notify the Election Committee of this within 24 (twenty-four) hours before the start of the General Assembly.

5.5.4 Compulsory Attendance

All Presidents of academic associations, societies, projects and staff functions, as well as the Board and the Management must attend the General Assembly. If the President is unable to attend parts or all of the General Assembly, a vice representative must attend in their place. Vice representative must be a student from the same academic programme, or member of the society, project or staff function. The vice representative can not be someone who already has voting rights from another position in SBIO.

5.5.5 Right to Attend

All members of SBIO who have paid the membership fee have the right to attend, to initiate and to speak in the SBIO General Assembly. Any non-members of the SBIO who wish to speak must be approved by the SBIO General Assembly.

5.5.6 Majority Rule

Decisions from the General Assembly are valid when three quarters ($\frac{3}{4}$) of SBIO's voters are present at the General Assembly.

5.5.7 Chairman of the General Assembly and Counters

The Chairman cannot be someone who possesses a position elected by the General Assembly. The counters are to include two (2) representatives, where one (1) of the representatives must be a member of the Control Committee. If the Control Committee does not exist, the Board can freely choose counters. Chosen counters can not possess voting rights at the General Assembly.

5.5.8 Voting

Decisions are made by general majority unless otherwise decided. Decisions of major importance to SBIO, economic or otherwise, require a qualified majority. Any uncertainties regarding the case will result in a vote by the General Assembly. In the event of a tie, the case will be voted on again. A second tie will mean the case will be dropped. If the Chairman of the General Assembly wants acclamation, the General Assembly must approve of this before the voting commences. A written vote shall be carried out if one (1) or more representatives are against acclamation.

5.5.9 Changes of the Statutes

Changes to the statutes require a qualified majority. A motion to change a statute cannot be put forward during the General Assembly. The Board cannot deny the submission of proposed changes if deadlines are adhered to in accordance with §5.5.3.

5.5.10 Additional General Assembly

If the Board, Management, Control Committee or a general majority of those with voting rights in SBIO request an additional General Assembly, the Board shall summon to an additional General Assembly. During this additional General Assembly, only those cases which have prompted the additional General Assembly can be handled.

Notice of an additional SBIO General Assembly shall be given no later than one (1) week prior to the date of the meeting.

The final agenda and case documents for the Additional General Assembly shall be available three -3- days before the assembly at the latest.

The Election Committee shall publish nominations to positions no later than twenty-four (24) hours before the additional General Assembly takes place.

Candidates who are not nominated, but wants to retain or enroll their candidacy, communicates this to the Election Committee no later than 12 hours before the assembly starts.

§ 6 – ELECTIONS

6.1 Recruitment to elections at the General Assembly

The Board and Management are responsible for recruitment for positions within their own organs. Moreover, the Board is also responsible for recruitment for the Control Committee, the Election Committee, welfare representatives and the Norwegian student organisation. Candidates of those groups for which election are to be carried out at the General Assembly will be processed by the Election Committee according to the procedures described in §9.2 Election at the General Assembly.

6.2 Election at the General Assembly

The Election Committee explains the general process and group structure set for the nominated candidates for the General Assembly.

Elections are conducted by the General Assembly following these procedures:

1. The Control Committee conducts an orientation about the election process.
2. The Election Committee presents the nominated.
3. Candidates that have not been nominated by the Election Committee can announce their candidacy, including bench proposals by themselves or another person who is present. If the candidate has been interviewed, the Election Committee shall give an explanation for why the candidate was not nominated. Candidates who have not been interviewed by the Election Committee must inform the General Assembly of this before holding their appeal. If the candidate has applied to a position, but has not been invited to an interview, the Election Committee must give an explanation for this.
4. Candidates give their election speeches and answer questions. In the event of opposing candidates, opponents are to leave the room during each other's speeches.
5. Written voting.

Nominated candidates must participate in the General Assembly, or in some other way be accessible to the General Assembly. The Election Committee shall make the nominated candidates known, at the latest, three (3) days before the General Assembly.

Candidates who wish to bench must have been interviewed by the Election Committee. If the candidate has not been interviewed, the candidate can still bench by asking for approval from the General Assembly to stand for election. This is determined by the General Assembly through a general majority vote.

If the position remains vacant and it is of great importance to fill the position as quickly as possible, the General Assembly can, by general majority, decide that this position is to be chosen in accordance with §6.5 – Election outside of the General Assembly.

Candidates who are not nominated, but wish to bench for a position, must inform the Election Committee within 24 (twenty-four) hours before the start of the General Assembly. The Election Committee is required to inform the nominated candidates of all opposing candidates.

Unless otherwise stated, the election is valid for one year following either January 1st or July 1st.

6.3 Voting in Elections

Elections must be conducted through written elections requiring a general majority. If there is a tie between candidates, each candidate shall give a one minute appeal before a second vote. If there is a tie after the second voting, the election will be decided by drawing of lots.

6.4 Number of Positions

No person can at the same time have more than one (1) position elected at the General Assembly. This does not include elections of representatives to the Welfare Council and Norwegian Student Organisation (NSO).

6.5 Election outside of the General Assembly

Elections outside of the General Assembly are conducted at meetings for presidents of academic associations (Linjeledermøter - LLM). A mandate issued by the General Assembly must be given in order to conduct elections at LLM. LLM is binding when three-fourths ($\frac{3}{4}$) of the presidents are present. Elections are conducted according to the procedures described in §6.2 Election at the General Assembly. Each academic association has one (1) vote.

§ 7 – THE BOARD

7.1 Objectives

The Board shall decide long-term strategies and visions for SBIO, as well as contributing to continuity in and for the organisation.

7.2 Tasks

The Board is to maintain the necessary level of control over SBIO's strategy, operations and finances in accordance with current instructions and decisions. Moreover, the Board shall serve as an advisory function for the Management. The Board can demand submission of protocols and other relevant documents from all groups and organs in SBIO. Furthermore, the Board is responsible for carrying out of the General Assembly, and the Chairman of the Board has the responsibility of preparing the Board's annual report. The annual report must be made available in Norwegian and English. If positions in the Management are vacant, the Board will take over the day-to-day operations.

The Chairman of the Board is the SBIO's representative in the BI Foundation Board (BI Stiftelsen).

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

7.3 The Board's Student Representatives Elect the Following:

The Board's student representatives elect representatives for the board of corporations and foundations where SBIO is entitled to representation, and external representatives of the Board.

7.4 The Board serves as the General Assembly for the following company:

- The Board functions as the General Assembly for corporations fully owned by SBIO.*

*Those representing SBIO's ownership interests in INSIDE AS are obligated to contact the Welfare Council, by the Welfare Council President, and to vote in accordance with a pre-

agreed strategy with the Welfare Council President in cases which concern changes to the statutes regarding media.

7.5 Structure and Terms of Office

| | |
|------------------|---|
| Students: | Four (4) representatives (elected for eighteen (18) months) |
| Students: for | Minimum one (1) and maximum two (2) vice representatives (elected for eighteen (18) months) |
| External: | Three (3) representatives (elected for two (2) years) |
| BI: | One (1) representative |

Newly elected members of the Board start their position from either January 1st or July 1st.

7.6 Confidentiality and Conflicts of Interest

The Board is subject to confidentiality when handling a case. When a case concerns personal matters, complete confidentiality is required after handling the case.

A member of the Board cannot participate in decisions where the member itself has personal interests in the outcome of the decision. Representatives in SBIO shall not use their role and/or position to promote interests that are of their own gain.

7.7 Board Meetings

The Board is required to hold at least six (6) Board Meetings each year. Chairman of the Board summon members to a meeting when he/she deems it necessary, or when at least three (3) board members demand it. The Management can also summon board members to a meeting by a unanimous vote.

The Board constitutes a quorum when at least five (5) of its representatives are present, provided that all board members are given a reasonable opportunity to take part in dealing with the case. Decisions are made by general majority. In case of a tie, Chairman of the Board makes the final decision.

Minutes are to be taken at all Board Meetings. The minutes are to include time and place, list of participants, procedures, and the decisions made by the Board.

The Board is obligated to inform members of SBIO about procedures and decisions made by the Board within two (2) weeks after the Board Meeting at the latest. The Control Committee is entitled to access minutes from the Board Meetings after The General Assembly each semester.

§ 8 – THE CONTROL COMMITTEE

8.1 Objectives

The Control Committee is an objective and advisory group to the General Assembly.

8.2 Tasks

The Control Committee have as their main task to ensure that the General Assembly is carried out according to the SBIO statutes.

The Control Committee is to ensure that the process evolving elections at the General Assembly are conducted in accordance with the statutes and set guidelines. The Control Committee must conduct random checks of interviews connected to the General Assembly. This also applies to elections outside of the General Assembly (to be in accordance with §6.5).

Given one or more of the SBIO's members voice concerns, it is the Control Committee's responsibility to investigate the conditions of the election. The Control Committee is required to report any concerns to the SBIO Board and are also required to inform the management/superior of the individual or group in question. The Control Committee is to report to the BI Foundation Board should the issue concern the Chairman of the SBIO Board.

With inquiries from one or several members of SBIO, it is the Control Committee's responsibility to investigate the condition. The Control Committee is required to report inquiries to the Board, and are also required to inform the leader/superior of the individual the inquiry is evolved around. If the inquiry concerns the Chairman of the Board, the Control Committee shall report this to BI Foundation Board (BI stiftelsen).

The Control Committee are responsible for keeping SBIO statutes updated, both Norwegian and English versions. This includes adding approved changes after each General Assembly, as well as updates related to changes in operations and the organisation. The Control Committee has the mandate to carry out minor aesthetic changes as correction of typos and simplification of formulations. This applies as long as the meaning of the paragraph remains the same.

If all positions in the Control Committee are vacant, the Board is to assume the responsibilities of the Control Committee.

8.3 Structure and Terms of Office

The Control Committee shall consist of a minimum of three (3) persons. Members of the Control Committee can consist of both internal and external representatives. External representatives must be previous students at BI Norwegian Business School. Individuals who have been elected by the General Assembly, or are Presidents of groups/organs with voting rights at the General Assembly, cannot be part of the Control Committee. Representatives of the Control Committee are elected by the General Assembly for a period of twelve (12) months.

Candidates who wish to be part of the Control Committee must inform the Election Committee as least one (1) week before the General Assembly. Persons who have not informed the Election Committee concerning their candidacy must inform the General Assembly and ask for their consent in order to stand for election. This is decided by the General Assembly by qualified majority.

8.4 Operation

The Control Committee shall meet when one or more members of the committee find it necessary. In relations to investigations of inquiries, the Control Committee shall report this to the Board. After the inquiry is investigated, the Control Committee shall discuss the case with the leader/superior of the person or issue that the inquiry concerned. If the situation remains unchanged after the investigation, the Control Committee must take the case to a higher body. If the case is taken to the General Assembly, the Control Committee must present an evaluation of the process and the case in its totality. If the case concerns a personal matters, the General Assembly will vote on whether or not they wish to express a lack of confidence. The Control Committee is under the Board and is obliged to report to the Board at least twice (2 times) per year.

8.5 Confidentiality and Conflicts of Interest

The Control Committee is subject to confidentiality both during and after a case. This does not apply in respect to their dialogue with the Board. A member of the Control Committee cannot participate in an investigation when they themselves have interests of the outcomes.

§ 9 - THE ELECTION COMMITTEE

9.1 Objectives

Objectives for the Election Committee is to nominate candidates for the General Assembly. The Election Committee shall assist upon requests from groups or organs in the organisation as an advisor to election processes.

9.2 Tasks

The Election Committee will assist in finding the most qualified candidates for positions elected by the General Assembly.

Before an election process, the Election Committee's coordinator, along with at least two other members, must attend a briefing session with the SBIO President and the Chairman of the Board. In this meeting, the parties will discuss deadlines, announcements and procedures. The Chairman of the Board is responsible for arranging the meeting.

The Election Committee must consider each and every candidate. Suitable candidates are to be interviewed and references must be called. The Election Committee are to explain their nominations to the General Assembly, where emphasis is placed on the overall responsibilities as outlined in the SBIO Statutes. If no candidates are deemed suitable for a position, no one will be nominated. The Control Committee shall aim for diversity within groups elected at the General Assembly.

The Election Committee shall at any given time have the following material at hand:

- Guidelines
- Procedures for the election process
- Interview templates

The Election Committee must make available an overview of the members of the committee to every member of the SBIO.

The Election Committee is responsible for creating an overview of all members in the committee, and must be available for all SBIO members at any given time.

9.3 Structure and Terms of Office

The Election Committee must consist of at least five (5) and no more than fifteen (15) members, of which at least two (2) must be external representatives and at least two (2) are students at BI Norwegian Business School. Student representatives in the Election Committee must be elected at and by the General Assembly. The Election Committee elects external representatives themselves.

Representatives of the Election Committee are elected for eighteen (18) months. The coordinator of the Election Committee is elected by and amongst the members of the committee.

9.4 Confidentiality and Conflicts of Interest

Members of the Election Committee are subjected to confidentiality both during and after electoral processes.

A member of the Election Committee cannot participate in decisions where they have personal interests in the outcomes of the decisions. Representatives of SBIO shall not use their role and/or position to promote interests that are of their own gain.

§ 10 - THE MANAGEMENT

10.1 Objectives

The Management is responsible for the daily operations of SBIO, as well as being responsible for implementing decisions made by the General Assembly and the Board.

10.2 Structure

The Management must include the following positions:

1. President
2. Head of Finance
3. Head of Academics
4. Head of Politics and Corporation
5. Head of Marketing and PR
6. Head of Business Relations
7. Head of Academic Associations
8. Head of Projects
9. Head of Committees

10.3 Tasks

- Authority to enter into a contract on behalf of SBIO.
- Be in charge of the daily operations of SBIO and settle all cases that are not responsibilities within other organs in the organisation.
- In consultation with the Board, the Management must create clear and well-defined goals for their term.
- The Management must prepare an annual workpaper in accordance with the strategy of the Board. This document is to be made available for all SBIO groups by February 1st, at the latest.
- Operate in accordance with SBIO statutes and budget limits agreed upon in the General Assembly.
- Intervene in conflicts regarded as harmful, or potentially damaging for SBIO.
- Establish and allocate necessary work groups, chambers and forums.
- The SBIO President and the Chairman of the Board must elect a Vice President by March 1st. This shall be informed through natural communication channels.
- Ensure that necessary templates, such as end of semester reports and experience reports, are to be accessible by all groups in SBIO.
- Ensure that all relevant information about the organisation and its operation is available to all members of SBIO.
- Ensure necessary overlap.

10.4 Responsibilities

President (Leder)

The President has the overall responsibility of the daily operations of SBIO. Moreover, the President is responsible for ensuring that the Management implements and executes strategies in order to reach their goals. It is the President's responsibility to coordinate dialogue and cooperations between internal and external contacts. The President also has the main responsibility for strategic work areas.

Head of Finance (Økonomiansvarlig)

Head of Finance is responsible for accounting and budget routines, as well as ensuring that the organisation's accounts are in accordance with laws and regulations. The Head of Finance must at any given time have an overview of the economic status of SBIO, and work on long-term financial management and follow-up. Head of Finance is also responsible for the compilation and approval of budgets, as well as the support function The Finance Group (Økonomigruppen).

Head of Academics (Fagansvarlig)

Head of Academics is responsible for the control and quality assurance of the academic offer at BI Norwegian Business School in Oslo. This involves daily coordination of the subject coordinators in each academic association and ensuring that the bachelor chamber (bachelorkammeret) is operational. The Head of Academics also represents SBIO in the Collegium, the Education Affairs Committee, and the Forum for Class Representatives.

Head of Politics and Cooperation (Politikk- og samarbeidsansvarlig)

Head of Politics and Cooperation is responsible for the student political work of SBIO and automatically has a seat in the Welfare Council, the Student Capital, and the national executive committee of the Norwegian Student Organisation. Furthermore, the Head of Politics and Cooperation is responsible for the collaboration and contact with the Welfare Council and the Student Welfare Organisation in Oslo and Akershus (SiO). Head of Politics and Cooperation is in charge of the staff function the Student Political Society (SPU) and must ensure that SPU follows current strategies and statutes. The Head of Politics and Cooperation in the General Assembly must present the Political Guidelines. The Head of Politics and Cooperation is also responsible for collaboration between various institutions.

Head of Marketing and PR (Informasjonsansvarlig)

Head of Marketing and PR is responsible for internal and external information to and from SBIO. Moreover, this position is responsible for all information managers in the organisation, and make sure that they follow their position description, and ensure that SBIO profiling guidelines are followed. The Head of Marketing and PR is also responsible for the use and distribution of SBIO communication channels. Head of Marketing and PR serves as the head of the communication department (SBIO Medier).

Head of Business Relations (Markedsansvarlig)

Head of Business Relations is responsible for and serves as the point of contact for sponsors and cooperation partners. Head of Business Relations is to ensure that all the market coordinators within SBIO follow their position descriptions as well as the guidelines for marketing operations. The Head of Business Relations is also responsible for ensuring that training courses that cover marketing guidelines will be held early each semester. Head of Marketing functions as head of the Marketing Department and the Business Committee (NU).

Head of Academic Associations (Linjeansvarlig)

Head of Academic Associations is responsible for all academic associations in SBIO. The Head of Academic Associations must ensure that the operation of the academic associations are in line with the SBIO statutes and that it follows the strategy set by the Board. Moreover, Head of Academic Associations serves as a support for the academic associations when necessary. The Head of Academic Associations is responsible for arranging Presidents Meetings (Linjeledermøter - LLM) and Masters Presidents Meetings. Meetings are to be held in English, unless all participants are Norwegian.

Head of Projects (Prosjektansvarlig)

Head of Projects is responsible for all projects in SBIO. The Head of Projects is to ensure a good operation of the various projects, and serves as a support for the projects when necessary.

Head of Committees (Utvalgsansvarlig)

Head of Committees is responsible for all interest committees in SBIO. The Head of Committees oversees the operations of all the committees, and serves as a support for the committees when necessary. The Head of Committees is also responsible for arranging Committee Presidents Meetings (Utvalgsledermøter).

10.5 Terms of Office

The Management has a term of office for one (1) year. This term begins on January 1st.

10.6 Duties regarding the General Assembly and the Board

The Management is to provide the General Assembly and the Board with a report of SBIO activities, economic position, and results. This will be attached to the General Assembly case documents in both Norwegian and English. The Board can at any time ask the President of SBIO to provide the Board with further details on specific cases.

10.7 Financial Decisions

The Management can agree to economic investments up to and including NOK 75,000 (seventy-five thousand). All economic investments that are over this amount are to be presented to the Board.

10.8 Confidentiality and Conflicts of Interest

The Management is subject to confidentiality as long as a case is being handled. When a case concerns personal matters, complete confidentiality is required even after resolving the case.

A member of the Management cannot participate in decisions where they have personal interests in the outcomes of the decisions. Representatives of SBIO shall not use their role and/or position to promote interests that are of their own gain.

10.9 Management Meetings

Compulsory Attendance

Members of the Management are obligated to attend meetings.

Frequency

The aim should be to have one (1) weekly meeting and a minimum of eight (8) meetings each semester.

Quorum and Voting

The Management has quorum when there is a minimum of five (5) member of the present. Decisions are made by general majority. In the event of a tie vote the President or the Vice President will decide on the outcome of the case.

Minutes

Minutes must always include an attendance list of participants, chairman and notetaker. Every point on the agenda must be addressed in the minutes. The completed minutes must be available for all members of SBIO within two (2) weeks after approval.

§ 11 – Academic Associations

11.1 Objectives

The objectives of academic associations is to ensure all member's interests, and actively promote a positive environment for all students during the school year in regards to academics, social activities, and general welfare.

11.2 Membership

All students at BI Norwegian Business School in Oslo are automatically members of the Academic Association in SBIO that represents their programme of study, assuming §3.1 Membership is fulfilled.

11.3 Tasks

The academic associations shall promote and ensure the interests of its members in relation to BI Norwegian Business School in Oslo, SBIO, the business community and other natural parties.

Presidents must attend Presidents Meetings (Linjeledermøter - LLM). Presidents of a master programme, must also attend meetings concerning presidents of master programmes. If the President is unable to attend, he/she is responsible for finding a replacement from his/her board.

11.4 Presidents Meetings (Linjeledermøter - LLM)

Presidents' Meeting has quorum when two-thirds (2/3) of members are in attendance. Each academic association has one (1) vote.

A minimum of five (5) Presidents' Meetings and three (3) Masters Presidents Meeting are to be held every semester.

11.5 Coverage

Each bachelor programme must be represented through an academic association. It should also be organised for all master programmes to have their own academic association.

11.6 The Academic Association Administrative Board

Every academic association must have a board consisting of at least three (3) members: President, Financial Manager, and Subject Coordinator. These positions must be filled in order for the association to access funding from SBIO. Residual duties are appointed to the President unless stated otherwise. Election of other positions and groups is directed in the statutes of the respective academic association.

11.7 Programme Association Statutes

All academic associations must have existing statutes at all times. These must not conflict with statutes, contracts, or other agreements of SBIO.

If statutes are not followed by an academic association, all of its assets will be acquired by the Management. If two or more academic associations are united, all of their assets will be transferred to the newly created association.

11.8 The Academic Association's General Assembly

All academic associations are required to conduct a general assembly at least one (1) time per year. New administrative board for the academic association must be elected that the programme's general assembly.

11.9 Semester Report

All academic associations must submit a semester report at the end of each semester to the Management. The respective deadlines are December 31st and June 30th.

11.10 Disbandment

If BI Norwegian Business School should decide to discontinue a study, the academic association will be disbanded when all of the students are graduated. Upon disbandment, all funding will be transferred to the Management.

§ 12 – STAFF FUNCTIONS

12.1 Objectives

Staff function will support the organisation's work concerning welfare of students.

12.2 Tasks

Staff functions will assist groups and organs in SBIO when necessary. Staff functions must represent SBIO and its respective members' interests, and must be connected to a specific position in the Management. All Staff functions are obligated to have information about the Staff function in Norwegian and English.

The President of a staff function must attend the General Assembly according to §5.5.4 Compulsory Attendance.

12.3 Structure and Term of Office

The board of a staff function must consist of at least two (2) members: a president and a financial manager. In addition to this, one of the board's members must be in charge of sharing information from the staff towards the organisation. The positions must be filled in order for the staff functions to receive funding from SBIO.

12.4 Election

The board is elected at the general assembly of the staff function. For staff functions that do not conduct a general assembly, the president will be appointed by the Management member responsible for the staff. The president of the staff function will then be responsible

for electing the remaining positions of the board. All available positions in the board must be announced in in good time ahead of the elections.

12.5 Statutes and Guidelines

Staff functions must have their own statutes, which are not to conflict with the statutes and contracts of SBIO. Staff functions have an obligation to follow given guidelines, statutes, and contracts.

12.6 End of Semester Report

Staff functions have an obligation to hand over an end of semester report to the Management. The respective position from the Management is responsible to set a deadline for each semester.

12.7 Establishment and Disbandment

The Management has the authority to establish and disband staff functions. The Management requires a general majority at the Management Meeting in order to establish or disband a staff function. The establishment or disbandment of a staff function is not official until a statement has been made at the General Assembly.

Staff functions with their own general assembly can only be disbanded if the General Assembly passes the motion. Staff functions with their own general assembly can only be disbanded through a general majority in the Management Meeting and approval from the General Assembly.

§ 13 - PROJECTS

13.1 Objectives

Project shall through conducting activities contribute to creating a diverse and healthy student environment as well as supporting student welfare at BI Norwegian Business School in Oslo.

13.2 Tasks

Projects are to promote the academic, charitable, and/or social across all study specialisations.

All projects must aim to have relevant information available in Norwegian and English.

Presidents of projects are obligated to attend the General assembly in accordance with §5.5.4 Compulsory Attendance.

13.3 Structure

The board of a project must consist of at least two (2) members: a president and a financial manager. In addition to this, one of the board's members must be in charge of sharing

information from the project towards the organisation. The positions must be filled in order for the projects to receive funding from SBIO.

13.4 Guidelines and Experience Reports

All projects must have guidelines that have to be approved by the Management each year. Experience reports must be written for each project before the current members finish their roles in the project, and all members of the project must write an experience report.

13.5 Election

Head of Projects in the Management is responsible for announcing all positions available in the different project boards. The Head of Projects is to, in consultation with the current project leader and/or the Election Committee, fill all project positions.

13.6 Establishment and Disbandment

The Management has the authority to establish and disband projects. The Management requires a general majority at the Management Meeting in order to establish or disband a project. The establishment or disbandment of a project is not official until a statement has been made at the General Assembly.

§ 14 - Committees

14.1 Objectives

Committees shall contribute to creating a diverse and healthy student environment for SBIO's members through gathering students of common interests from different study specializations at BI Norwegian Business School in Oslo.

14.2 Tasks

Committees must at all times act in accordance with members interests and promote the welfare activities available to students at BI Norwegian Business School in Oslo, within the scope of the committee. All committees are required to make information available in both Norwegian and English.

Committee Presidents are obligated to attend at the General Assembly in accordance with §5.5.4 Compulsory Attendance.

14.3 Committee Presidents Meeting (Utvalgsledermøter)

The Committee president must attend Committee Presidents Meetings (Utvalgsledermøter). If the President is unable to attend, he/she is responsible for finding a replacement from his/her board. If the President does not speak or understand Norwegian, he/she is exempted from participating in these meetings, but is responsible for finding a replacement from his/her board.

The Committee President Meetings has a requirement for a quorum of two-thirds (2/3) are present. The Committees have one (1) vote each.

14.4 Structure

A committee board must consist of a minimum of three (3) members: a president, financial manager, and information manager. The positions must be filled in order for the committees to receive funding from SBIO.

14.5 Election

Elections of new board members must be conducted at the general assembly for the committee. Head of Committees is responsible for selecting the president of the committees that do not have their own general assembly. The president of the committee will then be responsible for electing the remaining positions of the board. All available positions in the board must be announced in in good time ahead of the elections.

14.6 Statutes and Guidelines

Committees are required to comply with relevant guidelines, statutes, and committee contracts. Committees are authorized to create and decide on their own statutes, but these must not conflict with SBIO statutes or contracts.

14.7 Semester Report

All committees are required to submit semester reports to the Management. The deadline for submission is December 31th and June 30th.

14.8 Establishment and Disbandment

The Management has the authority to establish and disband committees. The Management requires a general majority at the Management Meeting in order to establish or disband a committee. The establishment or disbandment of a committee is not official until a statement has been made at the Committee Presidents Meeting.

Committees with their own General Assembly can only be disbanded if the motion is passed at their general assembly.

§ 15 - WELFARE COUNCIL REPRESENTATIVES

15.1 Objectives

Welfare council representatives are SBIO's representatives in the Welfare Council in Oslo and Akershus.

15.2 Tasks

The Welfare Council Representatives must strive for an approval in the Welfare Council regarding matters in the Political Guidelines for SBIO.

Representatives are to vote in the best interests of SBIO in cases where SBIO has not developed a policy.

The Spokesman is responsible for the coordination of representatives, as well as the cooperation with the Student Political Society (SPU).

15.3 Structure and Terms of Office

The Head of Politics and Cooperation and the Head of the Welfare Council in SPU will automatically be representatives of the Welfare Council, unless these positions are vacant. If this is the case, the election is added to the General Assembly. Other representatives are elected by the General Assembly.

The Welfare Council Representatives elect a Spokesman before the first Welfare Council meeting of that period. In the case of disagreements, the Head of Politics and Cooperation takes on the responsibilities of the Spokesman.

The Welfare Council Representatives have a term of one (1) year.

15.4 Election

The Welfare Council Representatives are elected at the General Assembly each autumn. Vice representatives are chosen in a prioritized order.

§ 16 – DELEGATES TO THE NORWEGIAN STUDENT ORGANISATION NATIONAL CONGRESS AND NATIONAL EXECUTIVE BOARD

16.1 Objectives

The delegates are SBIO's representatives under the Norwegian Student Organisation's national congress.

The Management's Head of Politics and Cooperation is the representative in the Norwegian Student Organisation. The representative in the Norwegian Student Organisation cannot function as a delegate during the National Congress.

16.2 Tasks

The delegates shall work to gain acceptance for the issues that are adopted in the Political Guidelines of SBIO.

In cases where there are no politics adopted by SBIO, the delegates should vote on behalf of the interest of SBIO.

The Spokesman is responsible for the coordination of delegates and collaboration with the Student Political Committee (SPU).

The Head of Politics and Cooperation has the same tasks as mentioned above, but will perform them through its position in the National Executive Board.

16.3 Structure and Term of Office

The Norwegian Student Organisation's delegates during the National Congress shall consist of two (2) representatives in total from the Management or Board. These shall be elected at a SBIO board meeting within February 15th.

One (1) delegate shall be member of the Student Political Committee (SPU). The representative shall be elected on a board meeting for the Student Political Committee within February 15th. If one does not come to an agreement, the task will be assigned the Head of Politics and Cooperation.

Remaining seats for the Norwegian Student Organization's national congress will be treated at the General Assembly. This will normally be four (4) seats.

The delegates of the National Congress have a term of office from the election date and one (1) month after the National Congress is conducted.

The Management's Head of Politics and Cooperations has a term of office for the National Executive Board during the same period as being the Management's Head of Politics and Cooperations.

16.4 Election

Delegates of the Norwegian Student Organization's National Congress are elected at the General Assembly every autumn. This does not account for the seats elected at the board meeting of SBIO or Student Political Committee, as well as their deputy delegates.

One deputy delegate may be elected per delegate, which is elected by the General Assembly. The deputy delegates are elected in a order of priority.

§ 17 – MARKETING

17.1 Company Presentations (Bedpres)

All company presentations and other forms of recruitment must be agreed upon and negotiated with the Business Committee (NU).

17.2 Enquiries to Companies / Organisations

The Head of Business Relations (markedsansvarlig) in the Management has the primary responsibility for all contact with companies on behalf of SBIO. All enquiries to companies/organisations are to be coordinated through the Marketing Department.

17.3 Pricing

Recruitment channels include promotion, such as the use of logos on group materials, stand location, and company presentations. Recruitment channels are priced by the Management in conjunction with the Marketing Department and the Business Committee (NU). Fixed prices also apply for events arranged by SBIO outside of the school premises.

Recruitment is defined as any and all activity where specific information concerning company career possibilities and/or recruitment practices is presented.

17.4 Guidelines and Prices

All members of SBIO are obliged to follow the relevant guidelines and price specifications for marketing activities in SBIO. The guidelines and prices should be accessible at all times through the Head of Business Relations in the Management, the Marketing Department and the Business Committee (NU). Price guides for promotional activities should be available at all times.

17.5 Contracts

The President, Head of Finance, and the Head of Business Relations of the Management have the right to sign contracts and approve deals. All contracts that the Management deems to be of significance and/or those that could result in notable effects to the organisation must be approved by the Board and be signed by the Chairman of the Board.

§18 – THE SBIO FINANCIAL MANAGEMENT

18.1 Information

The Management is obligated to keep the General Assembly updated regarding the financial position and liquidity of SBIO.

It is the responsibility of the Management to ensure that the various academic associations, staff functions, projects, and committees have access to updated information concerning current financial allocations. The document shall include an overview of who has applied, purpose and which sums that have been given.

18.2 Accounting

Accounting should be practiced in accordance with good accounting principles and should at all times endeavour to reflect the current financial situation. Accounts are to be presented in an understandable form to the Board and the General Assembly for approval. Accounts must include notes, balances and audit reports.

18.3 Budgets

All members of SBIO are obligated to work within the budget provided by the Management, the Board and the General Assembly.

18.4 Contracts

The President, Head of Finance, and the Head of Business Relations of the Management have the right to sign contracts and approve deals. All contracts that the Management deems to be of significance and/or those that could result in notable effects to the organisation must be approved by the Board and be signed by the Chairman of the Board.

18.5 Guidelines

The Head of Finance is to ensure that information regarding financial guidelines and processes for the organisation is available at all times.

§ 19 – DISMISSAL AND RESIGNATION

19.1 Dismissal

Representatives elected for a position by the General Assembly can only be dismissed at the General Assembly by a qualified majority vote.

Representatives of the various academic associations, staff functions, projects and committees can be dismissed by the group they represent or by an unanimous decision of the Management.

An Organ who wish to depose a representative must in advance of the deposition consult with the person in the Management responsible for the organ.

Appeals of decisions regarding dismissal of an elected representative must be submitted in written form to the group that made the decision within fourteen (14) days of the decision to dismiss. All appeals are to be addressed by the Control Committee in consultation from the Board.

19.2 Resignation

Representatives in SBIO have the right to resign from their elected positions before their term is over. If a representative in SBIO wish to resign from its elected position, he/she must inform its supreme and the Management. In the event that a member of the Management resigns, all SBIO members are to be notified.

19.3 Replacement due to Dismissal or Resignation

In the event of dismissal or resignation of a representative, the group is authorised to appoint someone else to the position for the time until the next General Assembly.

§ 20 – DISBANDMENT

20.1 Majority Rule

SBIO can be disbanded by the General Assembly in two (2) consecutive General Assemblies by a qualified majority vote.

20.2 Financial Discontinuation

Upon disbandment of the Student Union at BI Norwegian Business School in Oslo, the Board is to discontinue the financial operation of SBIO. In the case of financial surplus, this is to be transferred to and managed by BI Norwegian Business School in Oslo until a new student union is established at BI Norwegian Business School in Oslo.

§ 21 – IMPLEMENTATION

These statutes are entirely valid from 15.05.2005.

First revision: 05.06.2006

Second revision: 20.11.2008

Third revision: 29.05.2009

Fourth revision: 21.09.2009

Fifth revision: 28.05.2012

Sixth revision: 21.10.2010

Seventh revision: 10.06.2011

Eighth revision: 24.05.2012

Ninth revision: 09.03.2013

Tenth revision: 29.07.2013

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Thirteenth revision: 27.11.2014

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