# 1

1. Adopted at the Council meeting 3-5 April 1981, with amendments adopted at the Annual Meeting 1983, 1984, 1985,
2. 1986, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006,
3. 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016,2017, 2018, 2019, extraordinary Annual Meeting 2020,
4. Annual Meeting 2021, 2022, 2023.

## § 1 NAME

1. § 1.1 The organization's name is:
2. Studentenes og akademikernes internasjonale hjelpefond - SAIH

# 9

1. § 1.2 The English translation is:
2. Norwegian Students' and Academics' International Assistance Fund.

# 12

1. § 1.3 The Spanish translation is:
2. El Fondo de Asistencia Internacional de los Estudiantes y Academicos Noruegos.

# 15

1. §1.4 The North Sami translation is:
2. Norgga Studeanttaid ja Akademihkkariid Álbmogiidgaskasaš Veahkkefoanda

# 18

1. §1.5 The Lule Sami translation is:
2. Studentaj ja akademihkkárij rijkajgasskasasj viehkkefoannda.

# 21

1. §1.6 The South Sami translation is:
2. Studeenti jïh Akademihkeri Gaskenasjonaale Viehkiefoente

# 24

1. §1.5 The Portuguese translation is:
2. O fundo de assistência internacional dos estudantes e acadêmicos norugueses

# 27

## § 2 PURPOSE

1. § 2.1 SAIH is a solidarity organization, run by students and academics, who work
2. nationally and internationally with development cooperation, political influence and
3. information work. The work has a particular focus on higher education, academic
4. freedom and human rights.

# 33

## §3 MEMBERSHIP

1. § 3.1 Registration in SAIH takes place by written application to SAIH. The annual meeting
2. approves registration by simple majority. New members of SAIH gain voting rights at the
3. Annual Meeting immediately after the decision, if the application for enrolment has been
4. received no later than the deadline for sending of final summons and case documents. All
5. member organizations must have a SAIH contact person.

# 40

1. § 3.2 Membership in SAIH is open to:
2. A. The highest student body at universities and colleges in Norway.
3. B. Nationwide interest organisations for students at universities and colleges in
4. Norway and Norwegian students abroad. The organizations must be worldview-
5. neutral and party-political independent.
6. C. The Board of Universities and Colleges in Norway.
7. D. Nationwide trade unions who organize academics in Norway. Organizations
8. must be worldview-neutral and party-political independent.
9. E. Norwegian research institutes.
10. § 3.3 Membership fee in SAIH
11. Members in categories B, C and D can pay a voluntary annual membership fee to SAIH. Key for
12. calculation of membership fees is decided by SAIH's board.

# 53

## § 4 ORGANIZATION

1. § 4.1 SAIH's organs are:
2. A. The annual meeting
3. B. Board
4. C. The Executive Committee
5. D. Secretariat
6. E. The National Council
7. F. Information Committee
8. G. Control Committee
9. H. The Election Committee
10. I. SAIH's local chapters

# 65

## § 5 THE ANNUAL MEETING

1. § 5.1 The annual meeting is SAIH's highest body and will meet once a year by the end of
2. the month of April.

# 69

1. § 5.2 The following deadlines must be met when convening the Annual Meeting:
2. A. No later than three months in advance, the board determines the time and place for the
3. Annual Meeting and sends a preliminary notice.
4. B. No later than one month in advance, the board sends out the final notice with the
5. agenda and case papers.
6. § 5.3 SAIH's members and local chapters can send delegates to the Annual Meeting.
7. Delegates have speech, the right to propose and vote. No person can have more than one vote
8. at the Annual Meeting. The annual meeting consists of the following:
9. A. SAIH's local chapter can send two delegates and up to two observers to the Annual
10. Meeting. To gain delegate status at the national annual meeting of SAIH, the local chapter
11. must consist of at least three members according to the semester report that was sent in by
12. 31. December.
13. B. Member organisations may send one delegate and one observer to the Annual Meeting.
14. § 5.4 As an observer with the right to speak and make proposals, the following meets:
15. A. Board
16. B. The National Council
17. C. The Information Committee
18. D. Director
19. The Annual Meeting may grant the secretariat, the election committee and other guests
20. observer status with restricted rights.

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| 88 | §5.5 | The Control Committee has meeting- and speaking rights at the Annual Meeting. |  |
| 89 |  |  |  |
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| 91 | § 5.6 | The Annual Meeting shall: |  |

1. A. Adopt the rules of procedure for the Annual Meeting.
2. B. Approve the Board's annual report for the previous calendar year.
3. C. Be informed about the annual accounts.
4. D. Adopt revised budgets for the current calendar year.
5. E. Adopt an action programme for the next election period.
6. F. Adopt multi-year strategies that deal with SAIH's work.
7. G. Address multi-year priorities for SAIH's political advocacy work, which must be
8. in line with SAIH's vision. At any given time, there may not be more than four current
9. priorities. Process incoming resolutions. Adopted resolutions have a
10. Maximum lifespan of three years.
11. H. Adopt a new programme of principles every five years. Within this five-year period,
12. the Annual Meeting can adopt changes to the program of principles with a 2/3
13. majority. Such amendments must be in SAIH Central's hands no later than 6 weeks
14. before the annual meeting.
15. I. Election of:
16. o Board
17. o National Council
18. o Information Committee
19. o Election Committee
20. o Control Committee
21. o Auditor for one year

# 112

113 § 5.7 The election period is 1 July to 30 June for one or two years (12 or 24 months)

# 114 respectively.

1. § 5.8 The Annual Meeting shall only make decisions on matters that have been determined
2. in the final summons.

# 117

## § 6 EXTRAORDINARY ANNUAL MEETING

1. § 6.1 An extraordinary annual meeting shall be convened if required by one of the following:
2. A. A majority of the board
3. B. 1/3 of the members
4. C. The annual meeting
5. D. Unanimous Control Committee

# 124

125 § 6.2 A proposal for an extraordinary annual meeting must specify which matters are to be dealt

# 126 with.

1. § 6.3 The board convenes an extraordinary annual meeting. Summons, agenda and case
2. documents must be sent no later than one month before the extraordinary meeting.

# 129

## § 7 BOARD

1. § 7.1 The board is SAIH's highest body between the Annual Meeting and has the overall
2. responsibility for the organization's operations. The board has legal, financial and strategic
3. responsibility. The Board has overall employer responsibility. The Director is appointed by the
4. Board. Board members may not have positions in the National Council. The Director meets in
5. the Board with the right to speak and make proposals, unless otherwise is decided by the
6. Board in each case. AU takes care of the Board's ongoing contact with the Director.
7. The President is responsible for summoning board meetings. The President prepares the
8. board meetings in consultation with the Director.

# 138

1. § 7.2 The Board is elected at the Annual Meeting and consists of:
2. A. President, elected for one (1) year.
3. B. Two Vice Presidents, elected for one (1) year. The Annual Meeting elects the
4. President’s deputy from among the Vice Presidents.
5. C. Two board members on a free seat for two (2) years, are elected in even-numbered
6. years.
7. D. Two board members on a free seat for two (2) years, are elected in odd-numbered
8. years.
9. E. A board member and a personal deputy, are appointed for one (1) year by Norsk
10. Student Organisasjon (NSO).
11. F. A board member and a personal deputy are elected on the academic seat for one (1)
12. year.
13. G. A board member and personal deputy are appointed for one (1) year by the employees
14. of SAIH.

# H. Two deputy members in order of priority, elected for one (1) year.

151

152 § 7.3 The deputy members of the board have the right to attend board meetings.

# 153

1. § 7.4 The board shall:
2. A. Determine AU's tasks and powers.
3. B. Adopt board instructions, financial guidelines, ethical guidelines and other
4. guidelines.
5. C. Adopt a mandate for the Information Committee, work instructions for the
6. Elections Committee and committees appointed by the board.
7. D. Ensure good accounting, and approve the annual accounts for the previous year
8. before reporting to the donor.
9. E. Adopt budgets for the coming year and revise budgets when final commitment
10. from donors are available.
11. F. Hold and recommend matters to the Annual Meeting.

# 165

1. § 7.5 It is the responsibility of the board to approve new grant applications and nominate
2. board representatives for SAIH in other bodies if applicable. The board may adopt strategies
3. that are not multiyear. The board may adopt position papers on topics discussed in SAIH's
4. multiyear strategies, and these follow the same time frame as the strategy they are based on.

# 170

1. §7.6 The board must meet at least 6 times during the election period. It must be given
2. financially compensation to board members for lost earnings through documentation. Valid
3. board adoptions require at least 5 votes cast. SAIH's President has a double vote in a tie in
4. votes.

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| 176 | § 7.7 | Styremøtene er åpne. Styret kan likevel vedta å lukke møtet i enkeltsaker. |
| 177 |  |  |
| 178 |  |  |
| 179 | **§ 8** | **EXECUTIVE COMMITTEE** |

1. § 8.1 The Executive Committee (AU) is the board's executive committee and consists of the
2. President and two Vice Presidents. AU is appointed by the Annual Meeting and reports to the
3. Board. AU represents the interests and responsibilities of the Board between board meetings,
4. and consequently holds the highest authority in SAIH between board meetings. AU leads the
5. political work in the organisation and can make decisions between board meetings.

# 184

1. § 8.2 A valid AU adoption requires at least 2 votes cast. In the event of equal voting,
2. the matter is taken to the Board. The protocol from AU meetings is submitted to the Board
3. for information.

# 187

188

## § 9 SECRETARIAT

1. § 9.1 The secretariat of SAIH works to follow up development cooperation and
2. communication work in SAIH in line with the Annual Meeting, Board and AU decisions. The
3. Director is head of SAIH's secretariat, is responsible for hiring, and performs the day-to-day
4. employer's responsibility. The Director is responsible for the secretariat's ongoing contact with
5. AU and the Board. The Board delegates responsibility to the Director through job descriptions,
6. board decisions and financial guidelines.

# 196

## § 10 THE NATIONAL COUNCIL

1. § 10.1 The National Council is primarily an advisory body to the Board. The National Council
2. has also decision-making authority in certain cases, as described in more detail in §10.4. AU
3. summons National Council meetings. This must take place at least two weeks before the
4. meeting takes place. The National Council and SAIH's President have required attendance.
5. The Executive Committee has the right to attend and to speak and make proposals.
6. § 10.2 The National Council is elected by the Annual Meeting and consists of:
7. A. Two representatives of nationwide student organizations elected for one (1) year.
8. B. Two representatives of academic organisations that are members of SAIH elected for
9. one (1) year.
10. C. Three student democracies at universities and colleges elected to appoint a
11. representative for one (1) year.
12. D. Three representatives of SAIH's local chapters elected for one (1) year.
13. E. Two free representatives elected for one (1) year.
14. F. Three deputy members for one (1) year who are elected in order of priority.
15. Deputies are also obliged to attend meetings.

# 213

1. § 10.3 Those of SAIH's local chapters who are not represented have observer status in the
2. National Council. Board members have the right to attend National Council meetings. Those
3. of SAIH's local chapter who are represented may send an observer if the representative is
4. unable to attend, provided that this has been notified before the sending of case papers.
5. Candidates who run for the National Council in supplementary elections, has the right to meet
6. as an observer at the meeting where the election is takes place.

# 220

1. § 10.4 The National Council's tasks:
2. A. The National Council shall make the necessary supplementary elections on the
3. recommendation of the election committee. Supplementary elections are also considered
4. to be supplementary board members appointed by member organizations.
5. B. Enrolment and withdrawal from other organizations SAIH is a member of. Enrollment
6. and withdrawal always requires a 2/3 majority of the total number of voters.
7. C. The National Council may temporarily approve new local chapters between the Annual Meetings.
8. D. In addition to this, the National Council has an advisory function. The National
9. Council considers proposals to action program for the coming period, as well as proposals
10. for strategies that deals with SAIH's work over long periods. During the period, the
11. National Council will provide input to the work of the Election Committee. The National
12. Council shall be informed of changes in the budget of importance for the organization and
13. have the opportunity to provide input to future
14. year's budget.
15. § 10.5 The National Council shall meet at least three times during the election period. Valid
16. adoptions by the National Council requires at least 7 votes cast. SAIH's President gets the
17. right to vote by a tie in votes.
18. § 10.6 Minutes from National Council meetings shall be sent to the members of the Board and
19. all local chapters in SAIH.

# 240

1. §10.7 Representatives who, during the election period, no longer represent what they
2. have been elected to, are obliged to notify the Election Committee in order to be
3. supplemented.

## § 11 INFORMATION COMMITTEE

1. § 11.1 The Information Committee shall cooperate with AU on SAIH's communication work
2. and organizational tasks. The Information Committee receives a mandate from the Board and
3. is chaired by AU.
4. § 11.2 The Information Committee consists of four members who are elected at the Annual Meeting.

## § 12 CONTROL COMMITTEE

1. § 12.1 The control committee shall control that the organisation is run responsibly according to
2. Norwegian laws and in accordance with statutes, guidelines and adopted budgets. The control
3. committee shall submit a report to the Annual Meeting on their work during the period, as
4. well as sign the annual meeting minutes.
5. § 12.2 The control committee is elected by the Annual Meeting and consists of:
6. A. A member elected for two (2) years in odd-numbered years
7. B. A member elected for two (2) years in even-numbered years
8. C. One member for one (1) year
9. D. One deputy member for one (1) year
10. § 12.3 The control committee has the right to attend and speak at Board meetings, National
11. Council meetings and the Annual Meeting.

# 261

1. § 12.4 The control committee may provide advice when working on guidelines and bylaws,
2. but may not participate in the design of these. The members of the control committee may not
3. hold other positions in SAIH, with the exception of the whistleblowing committee where one
4. of the members of the control committee must participate.

# 266

267 § 12.5 The Annual Meeting may adopt an extended mandate for the control committee.

# 268

## § 13 ELECTION COMMITTEE

1. § 13.1 The Election Committee is tasked with finding candidates for key positions of trust in
2. SAIH for election at the Annual Meeting, and for any supplementary elections in the National
3. Council. The election committee will present its recommendation for all positions at the
4. Annual Meeting. The recommendation to the Executive Committee shall be published
5. at least two weeks before the Annual Meeting. Other recommendations must be published at
6. the Annual Meeting at the latest, but can be presented earlier if appropriate.

276 §13.2 The Election Committee is elected by the Annual Meeting and consists of 3 members

277 who are elected for one (1) year.

### § 14 SAIH'S LOCAL CHAPTERS

1. Local chapters in SAIH are independent organizations with their own name, their own
2. organization number and its own boards. The local chapters are financially independent. All
3. local chapters have a contact person in the Executive Committee. Local chapters in SAIH are
4. subject to SAIH's bylaws and other foundational documents, but must have their own
5. supplementary bylaws in accordance with §14.5. The local chapters’ bylaws cannot be in
6. conflict with the central bylaws. Supplementary bylaws, together with minutes from the
7. annual meeting, is sent to the contact person in the Executive Committee.

### § 14.1 Purpose

1. The local chapters of SAIH supports SAIH's purpose, vision and values. Local chapters of
2. SAIH will disseminate information about SAIH, increase understanding of, create debate
3. about and increase solidarity for the issues SAIH is working on. The local chapters are SAIH's
4. voice towards students at higher education institutions in Norway.

# 291

### § 14.2 The Board

1. The board of SAIH's local chapters is responsible for the operation of the local chapter and
2. shall organize the local chapter’s activities in accordance with SAIH's bylaws. A board shall
3. consist of at least a president and a treasurer.
4. Minutes of all board meetings must be kept.
5. The local chapter shall strive for gender balance on the board.
6. Local chapters in SAIH will strive to send representatives to all national events.

# 299

### § 14.3 Annual meeting

1. The annual meeting is the local chapter’s highest authority. The ordinary annual meeting is
2. held annually between April 1st and May 31st. To have the right to vote at the local chapter’s
3. annual meeting, you must be a student or academic at a higher education institution in
4. Norway and/or be an activist, and have participated at least one activist meeting in the local
5. chapter.
6. The following matters will be dealt with at the annual meeting:
7.  Election of moderator
8.  Election of minute taker
9.  Approval of summons
10.  Approval of agenda
11.  Action plan
12.  Accounting
13.  Budget
14.  Other cases received
15.  Election of the president and treasurer, and possibly other board members

# The summons must be made available at least 2 weeks before the annual meeting.

### § 14.4 Extraordinary annual meeting of the local chapter

1. An extraordinary annual meeting of the local chapter is convened when the board finds it
2. necessary, or it becomes imposed by SAIH’s Executive Committee.
3. An extraordinary annual meeting shall only deal with the matters mentioned in the summons.
4. Summons of an extraordinary annual meeting must be made available at least 2 weeks in
5. advance.

### § 14.5 Bylaws

1. All local chapters in SAIH must follow "SAIH's bylaws for local chapters".
2. The local bra chapters nches can add their own bylaws that regulate local conditions, as long
3. as they do not contradict SAIH's bylaws and governing documents.

# 327

### § 14.6 Establishment of new local chapters

1. Local chapters of SAIH can be established at Norwegian higher education institutions when at
2. least three students or academics want it. The local chapter is formed at a foundation meeting
3. where an interim board is elected. The board is elected at the first upcoming annual meeting
4. or extraordinary annual meeting. The establishment of a new local chapter will take place in
5. collaboration with the Executive Committee in SAIH. New local chapters can receive financial
6. start-up support and project support until the annual meeting is completed and the board has
7. been elected. The Executive Committee may grant the support.

### § 14.7 Dissolvement of the local chapter

1. A local chapter can be dissolved if it is adopted at an annual meeting and a subsequent
2. extraordinary annual meeting within 5 months, with a 2/3 majority. Local chapters are
3. automatically dissolved after being inactive for 4 semesters. The Executive Committee may
4. decide to close down a local chapter after three months inactivity and after notifying the
5. president and treasurer. In the event of dissolvement, any funds are assigned to the local
6. chapters’ own application pot that is administered by the Executive Committee.

## § 15 ELECTION

1. § 15.1 All personal elections require a simple majority, with the exception of the president and
2. vice president, who require general majority. In the event of a tie, the election will be held
3. again. If the choice still gives a tie, the election is decided by lot. In the case of personal
4. elections with an equal number of candidates as seats, acclamation can be used. If one or more
5. candidates or delegates requires it, a written vote shall be carried out.

# 349

350 **§ 16 DISCIPLINARY MEASURES**

# 351

1. § 16. 1 If elected representatives violate SAIH's guidelines, the organization may initiate
2. disciplinary measures. Violations will result in sanctions after an assessment of the degree of
3. seriousness in line with SAIH's hierarchy of sanctions.

# 355

1. § 16.2 The Whistleblowing Committee has the authority to make decisions on disciplinary
2. measures. Decisions can be appealed to the board within two weeks. The board's decision is
3. final. The whistleblowing committee is appointed by the Board.

# 359

1. § 16.3 Suspension: An elected representative who is accused, suspected or reported for a
2. serious breach of the organization’s guidelines can be suspended from positions and tasks,
3. until the case is clarified with the police, the court and in the organization. The suspension will
4. remain in place until a new decision is made.

# 364

1. § 16.4 Exclusion: If a serious violation of the organization's guidelines by an elected
2. representative is confirmed, a decision may be made to remove the person from their positions
3. and duties, and be excluded from the organization.

# 368

1. § 16.5 Circumstances outside SAIH: If an elected representative comes under police
2. investigation for violation of the penal code or abuse of position or trust, the person in
3. question automatically becomes suspended from all positions. If the case ends in a verdict, a
4. decision can be made to deprive the person their positions and tasks and be excluded from
5. the organization.

## § 17 DISSOLVEMENT

1. § 17.1 Dissolvement of SAIH can only take place through a decision made by a 2/3 majority on
2. two consecutive annual meetings at least 6 months apart. If the organization is dissolved, the
3. Annual Meeting decides how SAIH's funds are to be used, and by whom. The funds will be
4. earmarked education-related projects in line with SAIH's vision.

## § 18 AMENDMENT TO THE BYLAWS

1. § 18.1 These bylaws may only be amended at ordinary annual meetings with a 2/3 majority.
2. Proposals for changes must be received by SAIH Central no later than 6 weeks before the
3. annual meeting. The board sends received proposals, their own proposals and any adjustment
4. proposals to everyone with the right to attend in line with § 3.2 and § 5.2B. Grammatical
5. changes, spelling mistakes, and paragraph order can be changed by a unanimous board, if the
6. control committee has no objections. Decisions on changes will take effect after the end of the
7. meeting, unless otherwise specified in the decision.