

1 **Bylaws for the Student Council at the**
2 **Faculty of Medicine and Health Sciences, NTNU**

3 Adopted 12.04.2019

4 Last amendment 12.04.2019

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6 **§ 0 Definitions**

7 Simple majority There are more votes in favor than against, not counting abstaining
8 votes.

9 Qualified majority More than half of those present with voting rights vote in favor

10 Qualified 2/3 majority More than 2/3 of those present with voting rights vote in favor.

11 FTV Faculty Representative

12 ITV Department Representative

13 SPV Study Programme Representative

14 MH Faculty of Medicine and Health Sciences

15 NTNU Norwegian University of Science and Technology

16
17 **§ 1 The Student Council MH**

18 The Student Council MH is the highest instance of student democracy at the
19 Faculty of Medicine and Health Sciences (MH) at NTNU.

20 The Student Council speaks on behalf of the students at the faculty.

21 The Student Council acts as a consultative body for the faculty and Studenttinget NTNU.

22 Appointment of representatives at the faculty level is done by the Student Council.

23 The Student Council decides on job descriptions for Faculty Representatives (FTV),
24 Department Representatives (ITV) and Study Programme Representatives (SPV).

25
26 **§ 1.1 Composition**

27 The Student Council MH consists of four Faculty Representatives (FTV), at least one
28 Department Representative (ITV) per department and one Study Programme Representative
29 (SPV) for the Medicine programme. If needed, there may be two ITVs per department.

30 This decision is up to the Student Council.

31
32 The Student Council may decide on other kinds of arrangements for the individual
33 departments, but students who demand it shall always be represented in the Student
34 Council.

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36 **§ 1.2 Faculty Representatives**

37 Faculty Representatives (FTV) are authorized to speak on behalf of the Student Council
38 between the council's meetings. FTVs are bound by decisions made in the Student Council.

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40 FTVs are responsible for the Student Council's economy and budget in cooperation with the
41 council's consultant, and have the right to sign documents on behalf of the Student Council.

42
43 **§ 1.3 Subcommittees**

44 The Student Council may, by simple majority, give a group of students and representatives
45 the authority to appoint students, and speak, on behalf the Student Council within a given
46 area of responsibility.

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48 The Student Council shall be kept informed on decisions made in subcommittees.
49 Faculty Representatives (FTV) have the right to participate in subcommittees.

50
51 **§ 1.4 Meetings**

52 Representatives in the Student Council, cf. §1.1, are obligated to participate in the meetings
53 of the Student Council. Representatives have the right to speak, vote and submit proposals
54 in the Student Council.

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56 The Student Council's meetings are open to the public, unless the council decides otherwise
57 by qualified majority. Guest participants have the right to speak during meetings.

58
59 Notification of the meeting, with a list of cases to be discussed, shall be made available to
60 council members no later than five working days before the meeting. Notification of the
61 meeting shall simultaneously be made available to students at the MH faculty through the
62 Student Council's digital channels.

63
64 Faculty Representatives (FTV) sends out notification of meeting, prepares the list of cases to
65 be processed, and chairs the meetings. Ideally, the consultant shall act as meeting
66 secretary. Records from the Student Council's meetings shall be made available to students
67 at the MH faculty no more than twelve (12) working days after each meeting.

68
69 The Student Council has power of decision when no less than eight (8) members of the
70 council, cf. § 1.1., is in attendance.

71
72 Decisions in the Student Council are made by simple majority.

73 74 **§ 1.5 Working language**

75 The working language of the Student Council MH is primarily Norwegian. However, English
76 may be used in settings wherein international students are in attendance. All members of the
77 Student Council MH must be proficient in both languages. The bylaws and complementary
78 guidelines, as well as all documents used in meetings where the working language is
79 English, shall be available in English.

80 81 **§ 2 The General Assembly**

82 The general assembly («allmøtet») is the highest authority for students at the Faculty of
83 Medicine and Health Sciences (MH).

84
85 At least one general assembly shall be held each year.

86 87 **§ 2.1 Rights and duties**

88 All students at the faculty have the right to participate, speak in and submit proposals for the
89 general assembly.

90
91 The general assembly may, by simple majority, allow other participants the right to speak
92 and submit proposals.

93
94 The general assembly is open to the public, but the assembly may decide to close the
95 meeting by simple majority.

96
97 All students at the MH faculty may propose cases to be discussed in the general assembly.
98 These must be sent to the Student Council no later than two (2) weeks before the meeting.
99 Cases to be processed shall be made known to the council's members by them receiving a
100 list of cases and complementary documents. The Student Council recommends a finalized
101 list of cases to be processed by the general assembly.

102
103 Representatives with a seat on the Student Council are obligated to participate in the
104 general assembly.

105
106 The Student Council is required to make it possible for students from NTNU in Gjøvik,
107 Ålesund and Trondheim to participate in the general assembly via technical aids.

108
109

110 **§ 2.2 Notification of meeting**

111 The Student Council may arrange a general assembly whenever needed, for which a
112 notification of meeting shall be made public. The date for the general assembly shall be
113 made public no later than two (2) weeks prior to the assembly. The list of cases and
114 complementary documents shall be available no later than one (1) week prior to the
115 assembly.

116
117 The notification of meeting has been made public when it is published in relevant and official
118 channels, primarily the Student Council's website. The Student Council shall strive to ensure
119 that all students at the faculty are aware of the general assembly.

120
121 **§ 2.3 Power of decision**

122 The general assembly has the power of decision when it has been validly announced and
123 published cf. § 2.2 and no fewer than 25 students from the faculty are in attendance.

124
125 **§ 2.4 Conduct of the meeting**

126 The general assembly shall have a moderator who is not associated with the Student
127 Council.

128
129 Records from the general assembly shall be written and made available to students after the
130 meeting.

131
132 The general assembly must approve the notification of meeting, and process cases that
133 have been submitted before the deadline, cf. §2.1

134
135 All decisions in the general assembly are made by simple majority, unless otherwise
136 specified by the bylaws.

137
138 **§ 3. Elections**

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140 **§ 3.1 Eligibility**

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142 For election of Faculty Representatives (FTV) at the Faculty for Medicine and Health
143 Sciences (MH), all students at the faculty are eligible for election unless disqualified by the
144 criteria laid down in §1.5.

145
146 For election of Department Representatives (ITV) and Study Programme Representatives
147 (SPV), only students at the relevant departments or programmes are eligible for election.

148
149 Wherever there are, cf. §1.1, more than two positions per department, the Student Council
150 may decide to establish a quota by qualified 2/3 majority.

151
152 **§ 3.2 Conduct of elections**

153 Elections for representative positions on the Student Council shall be conducted through
154 electronic voting system.

155
156 The period of elections shall be coordinated with the rest of the student democracy at NTNU.

157
158 The Student Council is responsible for carrying out elections.

159
160 Positions for which there are elections shall be made public no less than one (1) week
161 before the deadline to submit one's candidacy.

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163
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165 **§ 3.3 Election periods**

166 It shall be strived to ensure that half of the positions on the Student Council are up for
167 elections each semester. The Student Council decides which positions. Each position is held
168 for two semesters, unless the Student Council decides on a shorter term. The period of time
169 for which each position is held shall be made clear in the announcement of the election.

170
171 **§ 3.4 Resignation**

172 Representatives who wish to resign from their position shall inform Faculty Representatives
173 (FTV) in writing

174
175 **§ 3.5 Vote of no confidence**

176 A vote of no confidence is decided by qualified 2/3 majority in a general assembly.
177 The subject of a vote of no confidence immediately resigns his or her position in the event
178 that the vote passes.

179
180 **§ 3.6 Supplementary elections**

181 If supplementary elections for positions on the Student Council are necessary, these shall be
182 announced no later than one (1) week before the deadline to submit one's candidacy.

183
184 In the event of there being just one candidate for one position, the candidate is elected
185 without the need for electronic voting. The Student Council may decide by simple majority to
186 conduct the election electronically regardless of there being only one candidate.

187
188 **§ 4 Other governing documents**

189 The general assembly or the Student Council may, by qualified majority, establish other
190 governing documents for the Student Council. These are subordinate to the bylaws.

191
192 **§ 4.1 Financial regulations**

193 The Student Council shall have financial regulations adopted by the Student Council itself.
194 The regulations shall govern rights and duties regarding the Student Council's economy, and
195 provide the framework for the council's economy.

196
197 The financial regulations may be amended by qualified majority in the Student Council.

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199 The financial regulations are binding for all representatives in the Student Council and its
200 subcommittees, and participants at events directed by the Student Council.

201
202 **§ 4.2 Regulations for welfare funds**

203 The Student Council shall have regulations for the distribution of the welfare funds from the
204 faculty, adopted by the general assembly. The regulations shall govern procedures for
205 application, processing, distribution and appeals.

206
207 The regulations for welfare funds may be amended by qualified majority.

208
209 **§ 5 Amendments to the bylaws**

210 To amend the bylaws, a 2/3 qualified majority in the general assembly is required.
211 Amendments enter into force immediately after the vote, unless otherwise is decided by the
212 assembly.

213
214 **§ 6 Dissolution**

215 The Student Council may be dissolved by qualified 2/3 majority in two consecutive general
216 assemblies. Studentrådet kan oppløses ved kvalifisert / flertall ved to allmøter på rad.

217
218 Upon dissolution, the organization's remaining funds shall be given to an organization with a
219 similar purpose.