

# Inter School Student Union

Official Documentation.



## Guide 1 - Branch Founding Process.

How to set up an ISSU branch  
at your school.

Establishing | Meeting | Assembly | Timeline | Documents

# Introduction

In order to participate in the ISSU, students must set up a branch at their schools. This formalises the school's participation in the Union, gives the students access to all its events and opportunities, and allows them to vote for their own representatives. The set-up process is divided into three parts:

1. Establishing the branch.
2. Setting up a meeting with your school director.
3. Organising an assembly for sixth form students.

This document is designed to guide you through the three stages of the process. You can use the "timeline checklist" at the end to help you keep track of the process.

## 1 – Establishing the branch

You will first need to gather at least 5 students from your school to act as the founding students. You will also need the support of 2 teachers. Additionally, if the number of students in your school's sixth form (last two years of high school) exceeds 100, you will need the signatures of 5% of the sixth form (see document 3).

Next, you will have to fill in and print the following documents:

- **Document 1 - Constitutional Statement:** This expresses the will of the students to be part of the ISSU. It also appoints the president, vice-president, secretary, and treasurer of the branch, who you will have to pick from the founding members. The roles of vice-president and treasurer should be held by the same person. It must be signed at the bottom of every page of the document by the founding students.
- **Document 2 - Bylaws:** These are the rules of the branch, and specify procedures such as elections, term lengths, or meetings. It has to be signed at the bottom of every page of the document, by the founding members.
- **Document 3 - Signatures:** This document is only required if the number of students in your school's sixth form exceeds 100. In this case, you will need to get the support of 5% of your school's sixth form. As an example, if there are 140 students in sixth form, 5% is 7 students. You can get the signatures of the 5 founding members and that of 2 extra students, which in total make 7 students. It has to be filled and signed by each student in their respective box.

Make sure to contact us directly if you have any questions about these documents, or want to know why they are so important – spoiler: they give you legal protection!

Finally, after signing these three documents, you will have to make 2 photocopies (so that there are 3 copies in total). The two copies will be given to the school secretary's office after meeting with the school director, and the original will have to be stored safely by the students. Additionally, you will have to send a scanned version of the original documents to the ISSU so that we can officially register your branch in the Union.

## 2 – Meeting with the School Director or Principal

Before the meeting, you will need to print three documents:

- **Document 4 – Invitation for directors.** This is an invitation issued by the Union and an explanation of what the ISSU is, to inform the school administration and give you credibility. It also includes contact information in case the school has any questions.
- **Document 5 – Instructions for schools.** These are a series of steps that the school administration will have to follow. Although schools are required to do this by law, it is better to work together with school administration and offer some guidance through this document.
- **Document 6 – Copy of the Law.** This is a copy of the law describing the steps that school administrations have to take. This is written in formal Spanish language, so document 5 is designed to guide your school administration through it.

During the meeting, you will have to:

- Explain what the ISSU is. This is a great time to give your schools director “Document 4 – Invitation for directors”. You can tell them about the different opportunities offered to students, such as the ISSU Physics Olympiad (in collaboration with Oxford University students), or The Pool Young Talents startup internships and scholarships.
- Ask for permission to organise a sixth form assembly, so that the students can learn about the ISSU’s opportunities. This should preferably take place during tutorial or a similar period, and not break-time. This way you can ensure that all students are informed and can benefit from the ISSU.
- Finally, inform the director that after the meeting, you will deposit documents 5 and 6, as well as the two copies of documents 1, 2 and 3 (if needed), at the school’s administration. As aforementioned, document 5 includes an explanation and instructions for the school. If they have any questions about this, they can contact the Union directly.

After the meeting, you will have to take the documents to the school secretary’s office. Make sure that you also send a scanned copy of the documents to the secretary’s office via email – this is important as it creates a virtual record that the students have delivered the documents.

## 3 – Sixth form Assembly

The goal of this assembly is for you to explain to the student body what the ISSU is, and you can design this assembly as you like in order to do so. However, there are a couple of things you will have to include regardless of the way you are presenting:

- A brief explanation of what the ISSU is. This includes structure and an overview of opportunities (eg. scholarships) and events (eg. competitions), and that they can find all this information and more in the ISSU website ([issunion.com](http://issunion.com)).
- Inform students about the upcoming ISSU opportunities and events. Two examples are the ISSU Physics Olympiads (in collaboration with Oxford University students) and “The Pool Young Talents” internships and scholarships.

- Inform the students about elections for the student board, which will take place one or two weeks after this assembly. (you will have to meet again with the director in order to organise an assembly dedicated to elections).

## What next?

The last step is to set up elections so that students can elect their ISSU school board. This is explained in a separate document. Founding students can run for election, but the ones that do so cannot participate in the counting of votes (for obvious reasons). If all founding members decide to run, you can get the supporting teachers to count the votes. Founding students still have to set up the elections regardless of whether they are running or not.

During the time period before elections, the founding members will communicate with the ISSU in order to coordinate and start preparing the school's participation in the upcoming events.

## Timeline Checklist

1. Establishing Branch
  - a. Find at least 5 founding students (5% of sixth form if there are more than 100 students in sixth form).
  - b. Find 2 supporting teachers.
  - c. Fill and sign Documents 1, 2 and (if needed) 3.
  - d. Make two photocopies of the documents, and send a scan of the original copy to the ISSU. Keep the original documents safely stored.
2. Meeting
  - a. Hand over Document 4 and explain what the ISSU is, informing about upcoming events.
  - b. Ask for a sixth form assembly during tutorial (not break preferably).
  - c. Inform about the deposition of the documents at school administration. Deposit the two copies of Docs 1, 2 and 3, as well as Docs 5 and 6 after the meeting.
3. Assembly
  - a. Brief explanation of the ISSU structure, opportunities and events. Mention [issunion.com](http://issunion.com).
  - b. Mention upcoming events (eg. Physics Olympiad and "The Pool" Scholarships).
  - c. Mention that elections will take place one to two weeks after this assembly.
4. Set up Elections
  - a. Refer to the separate document regarding elections, or contact ISSU.

## Documents List

- Document 1 – Constitutional Statement
- Document 2 – Bylaws
- Document 3 – Signatures (not always needed)
- Document 4 – Invitation for directors
- Document 5 – Instructions for schools
- Document 6 – Copy of the Law