

STANDING ORDERS GOVERNING THE ISA FORUM

1. Interpretation

- 1.1 These Standing Orders shall be read in conjunction with the Constitution, Bye-Laws and the relevant Standing Orders of the University of Lincoln Students' Union and shall be interpreted accordingly.

2. Definition

- 2.1 The International Students' Association (ISA) is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The International Students' Association is responsible to the Vice President International and is supported by the Student Voice and Campaigns departments.
- 2.2 The International Students' Association (ISA) Forum exists as a forum for all members to discuss issues and conduct business, in addition to acting as a forum for feedback and development.

3. Remit

- 3.1 The ISA Forum will:
- 3.1.1 Provide a forum for Members and ISA Committee Members to discuss issues affecting students and organise activities to improve representation and success.
 - 3.1.2 Provide a safe space for members to inform each other on progress to date, best practice and explore how the Students' Union can support other members to achieve success;
 - 3.1.3 Provide a space for the Vice President International and ISA Officer to inform members on progress to date, best practice and explore how the ISA Forum can contribute to delivering change and success;
 - 3.1.4 Hold itself accountable for the effective representation of ISA member issues;

3.1.5 Discuss methods of communicating the successes and impact of the ISA Forum and ISA to students and stakeholders;

3.1.6 Discuss a monthly theme, decided by the Vice President International and ISA Officer, at the ISA Forum.

4. **Chair**

4.1 The Chair of the ISA Forum shall be the Vice President International. The Vice President International shall have overall responsibility for the ISA Forum, with assistance from the elected ISA Officer

5. **Membership**

5.1 The membership of the Forum shall be:

5.1.1 ISA Officer who will work with the Vice President International and relevant staff to:

- a. support the development of ISA, by attending meetings and encouraging students to become members of ISA;
- b. identify issues raised by International students and feedback to the Union;
- c. support the development of the ISA Forum meetings;
- d. raise the profile of ISA at the University of Lincoln;
- e. lead activity and campaigns to improve the student experience students who partake in ISA have in Lincoln

5.1.2 ISA Committee Members;

Secretary
Social Secretary
Buddies Lead
EU Rep
Communications Lead

Who will work with the ISA Officer to feedback to the Vice President International to:

- a. support the development of ISA by attending meetings and encouraging members to host and attend engaging events;
- b. identify issues raised by students and feedback to the ISA Officer or in their absence the Vice President International.
- c. support the development of the ISA Forum meetings;
- d. raise the profile of ISA successes at the University of Lincoln;

- e. lead activity and campaigns to improve the student experience of students who are members of ISA.
- 5.1.3 ISA Members who will work with the ISA Officer to feedback to the Vice President International to;
- a. raise any issues affecting the running of their Forum
 - b. identify and feedback any improvements which could be made by the Students' Union to better support ISA
 - c. discuss and feedback on the specific theme of the ISA Forum
 - d. share best practice between members
 - e. share achievements and promote events/ activity.
- 5.1.4 Vice President International
- 5.1.5 Students' Union President, Vice President International, Vice President Education, Vice President Welfare & Community
- 5.1.6 A member of the Students' Union Student Voice and/or Campaigns department (non- voting)

6. Elections

- 6.1 The ISA Officer shall be elected in semester two in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position for the next year. If a member is elected through an emergency election during the academic year to fill a vacant post, then they shall hold the position until the end of that academic year.
- 6.2 The committee members for the ISA Committee shall be elected through an online election, commencing 7 days after an Officer has been elected or co-opted. They shall hold their position for the relevant academic year, ending 30th June.
- 6.3 A committee can only be elected, providing there is an elected or co-opted Officer in position for the relevant academic year.
- 6.4 Only Members of the ISA are eligible to nominate themselves for a ISA Committee position.
- 6.5 ISA Committee members shall be elected by the members of the ISA. For an election to be valid there must be at least 1.5x the number of votes as candidates standing for the position(s).
- 6.6 Each ISA Member, is entitled to one vote per Committee position.
- 6.7 If a Committee Member is elected through an emergency election during the academic year to fill a vacant post then

they shall hold the position until the end of that academic year.

- 6.8 Candidates will be informed via email whether they have been successfully elected or not, within 24 hours (excluding non-working days) of the closing of the election.

7. **Meetings**

- 7.1 Meetings of the Forum shall take place at least six (6) times a year
- 7.2 All Committee Members are permitted to attend meetings and will have the right to speak.
- 7.3 Trustees, The Chief Executive, Deputy CEO and other relevant Students' Union Staff have attendance and speaking rights.
- 7.4 The ISA Forum will always include an update from the Vice President International, and the Committee members of the ISA Forum will support the work of the Vice President International and ISA Officer at the ISA Forum.
- 7.5 If a Committee Member cannot attend the ISA Forum, they must send their apologies to international@lincolnsu.com 24 hours before the ISA Forum unless in extenuating circumstances which will be at the discretion of the Chair of the ISA Forum. 7.7.1 If a Committee member misses a ISA Forum in an Academic year without providing apologies within 24 hours of the Forum convening, the offending Committee member will need to meet with the Chair of the ISA Forum. If they fail to comply with this or miss two consecutive Forums, the Representative will be deemed to have resigned from office with immediate effect.

8. **Administration**

- 8.1 Matters arising shall be taken note of by a member of Students' Union staff.
- 8.2 Actions will be circulated to the Committee of the International Students' Association by a member of SU Staff within seven (7) working days of the ISA Forum convening.

BeA February 2020

Passed at Executive Committee: