

## STANDING ORDERS GOVERNING THE INTERNATIONAL STUDENTS' ASSOCIATION

### 1. Definition

- 1.1 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 Assistant Campaigns Manager.

### 2. Aims

- 2.1 The International Students' Association Committee, with the support from the Vice President International and the Assistant Campaigns Manager, will:
  - 2.1.1 represent the views of International members of University of Lincoln Students' Union (ULSU) to ULSU and the University based on student feedback;
  - 2.1.2 organise and deliver campaigns and representational events, to increase awareness of International members' issues within ULSU and the University;
  - 2.1.3 support the Vice President International in the delivery of campus wide campaigns and activities
  - 2.1.4 promote links with other similar groups and organisations, within the local community, regional area and nationally;

### 3. ISA Officer

- 3.1 The Chair of the ISA Committee is a part-time student officer and shall be known as the "ISA Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The ISA Officer shall have responsibility for the ISA Committee. The ISA Officer represents international students as a compulsory, voting attendee at All Student Members' meetings, where they will report on the impact and progress of the ISA Committee.

### 4. International Students' Association Committee

- 4.1 The ISA Committee shall be active in the promotion of International Students' rights; in ULSU, nationally and globally in accordance with ULSU's charitable objects. The ISA Committee shall be responsible for the organisation, direction and performance of the group in fulfilling its strategy and delivering on campaigns. The ISA Committee shall be responsible for monitoring and updating its long-term strategy.
- 4.2 The membership of the Committee shall be:
- 4.2.1 **Vice President International**: who shall be an ex-officio member
  - 4.2.2 **ISA Officer**: who shall chair the committee and lead and guide the Committee members; will liaise regularly with the Vice President International regarding committee activities; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall ensure that the Executive Committee of the Union are informed of planned events so that members are able to report back to their areas; be responsible for ensuring the committee engage in actively promoting the membership and engagement within the SU and to produce monthly reports to the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures.
  - 4.2.3 **Secretary**: shall assist the ISA Officer in administration and organisation of the ISA Committee and shall operate as the Deputy for the ISA Officer. They shall be responsible for maintaining the membership list of the ISA Committee; preparing and circulating papers prior to meetings and taking minutes;
  - 4.2.4 **Social Secretary**: who shall encourage social events and opportunities to International Students; co-ordinate activities for the engagement of International Students; promote events run by the Vice President International and create a programme consisting of a variety of activities to be as inclusive as possible.
  - 4.2.5 **Buddies Lead**: will work in partnership with the Campaigns department to develop the International Buddies initiative. Their involvement will consist of communicating with Postgraduate International Buddies, and Undergraduate International Buddies on a regular basis and advertise opportunities for them; supervise and guide International Buddies on any matters arising; encourage International Buddies to get involved with different campaigns across campus; to provide a

report to each Committee Meeting regarding the performance of International Buddies. They will also be involved with the Student Voice Department's Study Group Buddy Scheme, providing social opportunities for the Study Group Buddies, and feedback where relevant.

- 4.2.6 **Communications Lead:** The Communications Lead shall be responsible for liaising and collaborating with student networks including academic representatives, members of sports and societies, and student volunteers to ensure campaigns and activities have the maximum impact;
- 4.2.7 **EU Rep:** who shall be responsible for raising issues affecting EU Students within the International Students' Association. They will work closely with the ISA Officer to proactively address any issues raised.

## 5. **Membership**

- 5.1. The ISA has two types of membership:
  - 5.1.1 **Full Membership:** Full membership is open to all International students, and those who have an interest in International Students' issues, who are full members of ULSU as defined in Bye-Law 1.
  - 5.1.2 **Auto enrolment:** All international students at the University of Lincoln will be auto-enrolled into the International Students' Association.
  - 5.1.3 **Associate Membership:** Associate membership is open to all International Students, and those who have an interest in International Students' issues, who are associate members of ULSU as defined in Bye-Law 1.

## 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 30<sup>th</sup> 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 an 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. Training

- 7.1 All of the ISA Committee are to receive E-Learning training each year.
- 7.2 All mandatory E-Learning must be completed within one month of being elected or co-opted.
- 7.3 Mandatory E-Learning will be available to Committee Members from 1<sup>st</sup> July of their elected academic year, unless co-opted or elected through an emergency election.
- 7.4 E-Learning will be available through the 'My Account' on their Students' Union Dashboard.
- 7.5 Once their term of office has commenced and upon completion of mandatory training, the Student Dashboard shall become accessible to the Committee Member.

## 8. Meetings

- 8.1 Meetings of the ISA Committee shall take place at least every six (6) weeks and at least twice per academic term.

## 9. Quorum

- 9.1 The quorum of such meetings shall be 50% plus one of the voting membership excluding the ISA Officer.
- 9.2 If the ISA Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.
- 9.2.1 This written permission will need to be included in the minutes of the relevant meeting and circulated to other committee members.

## 10. Minutes

- 10.1 The minutes shall be taken by the Secretary, who will then send them to the clerk of the International Students' Association, who shall be the Assistant Campaigns Manager.
- 10.2 In event of 8.2 occurring, then minutes shall be taken by the Social Secretary.

## 11. Voting

- 11.1 All Proposals shall require a simple majority (50% +1) pass.
- 11.1.1 All votes shall be public except those for Proposals for informal warnings, formal warnings, and removals from post, which shall be conducted by secret ballot, counted by the Secretary and checked by the ISA Officer.
- 11.1.2 If the Proposal is against the ISA Officer then it shall be checked by the Vice President International.
- 11.1.3 If the Proposal is against the Secretary then the count will be by the ISA Officer and checked by the Vice President International.
- 11.2 Proposals for informal warnings, formal warnings or the removal from post should be conducted in accordance with Standing Order 1001 (13.0).

## 12. Powers

- 12.1 The ISA Committee shall be able to:

- 12.1.1 Pass a Proposal for an informal warning against the ISA Officer;
- 12.1.2 Bring Proposals for formal warnings and removals from post, as detailed in Bye-Law 5, against the ISA Officer to the Executive Committee;
- 12.1.3 Pass a Proposal for an informal warning, formal warning or the removal from post against other ISA Committee members. Proposals for the removal from post are to be ratified by student members and if successful the member is removed from the ISA Committee;
- 12.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President International;

### 13. Budget

- 13.1 The budget for the International Students' Association will be held within the Campaigns Department budget.
- 13.2 The ISA will be able to request funding from this budget for specific campaigns, through an application to be approved by the Executive Committee.

KT  
July 2020

Passed at Executive Committee: