

STANDING ORDERS GOVERNING THE ISA HUBS

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) Hubs exist to provide social opportunities for ISA members as well as acting as a forum to collect student feedback.
- 2.2 The ISA Hub 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 Campaigns department.
- 2.3 The International Students' Association Hubs will be led by the ISA Committee Members as a programme of activities throughout the year.
- 2.4 The ISA Committee and VP International will be supported by the Assistant Campaigns Manager with the administration of the Hubs.

3. Remit

- 3.1 The ISA Hubs 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 opportunities for ISA members to meet one another within a social environment.
 - 3.1.3 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;
 - 3.1.4 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;
 - 3.1.5 Hold itself accountable for the effective representation of ISA member issues;

- 3.1.6 Discuss methods of communicating the successes and impact of the ISA Hubs and ISA to students and stakeholders;

4. Chair

- 4.1 The Chair of the ISA Forum shall be the ISA Officer. The Vice President International shall support the ISA Officer with the organisation of the ISA Hubs.

5. Membership

- 5.1 The membership of the Forum shall be:

- 5.1.1 ISA Officer
- 5.1.2 ISA Committee Members
- 5.1.3 ISA members
- 5.1.4 Vice President International

- 5.2 Members 5.1.1-5.1.4 should actively:

- 5.2.1 Support the development of ISA by attending meetings and encouraging members to host and attend engaging events;
- 5.2.2 Identify issues raised by students and feed back to the ISA Officer or in their absence the Vice President International;
- 5.2.3 Support the development of the ISA Hubs;
- 5.2.4 Raise the profile of the ISA successes;
- 5.2.5 Lead activities and campaigns to improve the student experience of students who are members of ISA;
- 5.2.6 Share best practice between members;
- 5.2.7 Share achievements and promote events and activities.

6. Hubs

- 6.1 ISA Hubs shall take place once a month.
- 6.2 All Committee Members are required to attend meetings.

- 6.3 Lincoln Students' Union Trustees, Chief Executive, Deputy CEO and other relevant Students' Union Staff have attendance rights.
- 6.4 The ISA Hubs will also include an update from the Vice President International and the ISA Officer on behalf of the committee.
- 6.5 If a Committee Member cannot attend an ISA Hub, they must send their apologies to international@lincolnsu.com at least 24 hours before the ISA Hub, unless in extenuating circumstance which will be at the discretion of the Chair.

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