

STANDING ORDER TO GOVERN THE COMMITTEE OF THE INTERNATIONAL STUDENTS' ASSOCIATION

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. Description

2.1 The Committee of the International Students' Association exists as a forum for the Committee to discuss business, as well as organise and plan activities which enhance the experience of International students at the University of Lincoln. The Committee of the International Students' Association is a standing committee as defined in Standing Order 1001 and will be subject to these regulations.

3. Remit

3.1 The responsibilities of the committee of the International Students' Association are:

- a) To support the Vice President International to plan and deliver one off events to improve the University experience of International Students.
- b) To plan and deliver social events for International Students which will take place bi-monthly but no less than once per term
- c) To develop the International Friends initiative, and support and guide International Friends to be as effective as possible
- d) To support the Vice President International in running any campaigns to improve the International experience at the University of Lincoln
- e) To support the Vice President International to implement any other initiatives to enhance to University experience of International students.
- f) To help promote the impact of the work undertaken by the Vice President International

- g) To provide regular updates on work undertaken by the International Students' Association

4. Chair

4.1. The Chair of the Committee of the International Students' Association shall be the Vice President International

5. Membership

5.1. The membership of the International Students' Association Committee shall be:

5.1.1 The Vice President International, who shall

- a) Lead and guide Committee members
- b) Provide updates from the behalf of VPI and SU to the Committee members
- c) Responsible for ensuring the committee engage in actively promoting membership and the engagement of new members

5.1.2. The Secretary, who shall

- a) Provide reports from other Committee members to VPI to each Committee meeting
- b) Minute meetings
- c) Assist and support VPI in any matters arising

5.1.3 The Treasurer, who shall

- a) Organize and manage fundraising events for ISA
- b) Hold responsibilities for ISA's financial activities

5.1.4 The Social Secretary, who shall

- a) Encourage social events and opportunities to the members of ISA
- b) Co-ordinate activities for the engagement of members

5.1.5 The Publicity Officer, who shall

- a) Assist Vice President International with promoting any campaigns led on the behalf of VPI.
- b) Assist creating and promote events, tours, workshops provided by VPI for all International students.

5.1.6 The Head of International Friends, who shall

- a) Supervise and guide International Friends on any matters arising
- b) Provide a report to each Committee meeting regarding performance of International Friends

5.2. Members of the committee shall be elected as necessary, in line with procedures governing the election of representatives

5.3 In accordance with the procedures governing elected representatives should a post remain vacant after the by-election process is completed, the Executive Committee reserve the right to co-opt members into those vacant positions.

5.4. All members of the committee must have attended the mandatory training for their role.

6. Meetings

6.1. Meetings of the Committee of the International Students' Association shall take place once monthly.

6.2. The agenda of the meetings shall be set by the Chair, and papers shall be circulated by the Secretary five working days in advance of the meeting

6.3. Minutes of the meeting shall be taken by the Committee Secretary, and shall be distributed to the committee within five days of the meeting, following approval by the Chair

6.4. Quoracy of the meeting shall be 50%+1 of the total membership of the meeting

6.5 If a member cannot attend the meeting, they must send their apologies to the Chair of the of the ISA 24 hours before the meeting, unless in extenuating circumstances.

6.5.1 If a member misses two Committee Meetings of the International Students' Association in an Academic Year without providing apologies, then the Chair will speak to the member to find out reasons and check the welfare of the member.

6.5.2 If a member misses a further meeting of the International Students' Association in an Academic Year without providing apologies, then they will be invited to a meeting with the Vice President International and nominated Committee Member. This will also apply if the member does not comply with 6.5.1

6.5.3 If a member misses a further meeting of the International Students' Association in an Academic Year without providing apologies, then the member will be deemed to have resigned from office with immediate effect. This will also apply if the member does not comply with 6.5.2.

7. Voting

7.1. All members of the ISA Committee shall have equal voting rights

7.2 A vote must receive 50%+1 of all votes cast in order to pass.

7.3 In the result of a tied vote, the Vice President International shall have the deciding vote, by casting one additional vote.

JCB

July 2016

Passed at Executive Committee: 30/08/2016