

Bylaws of the International Student Advisory Board

Spring 2023

Mission

The International Student Advisory Board (ISAB) seeks to advocate for international student needs, to voice international student concerns, to improve international student experience, and to advocate for a more inclusive campus environment for international students.

History/Background

ISAB is a joint initiative between University of Iowa Student Government, Graduate & Professional Student Government, International Programs, and the Division of Student Life.

Board Functions

To fulfill the mission, ISAB serves the following functions:

Advocacy – ISAB serves to raise concerns from international students collectively and formally, and to educate the campus about issues related to international students.

Sounding Board – ISAB provides recommendations to assist university departments for improving services or programs to better serve international students. ISAB also gathers feedback from international students formally or informally.

Relationship Building – ISAB continues to build relationships with individual students, international student organizations, as well as other organizations on campus to hear their stories, needs, and concerns.

Membership & Structure

Voting Members: ISAB members shall serve for one academic year; their term of appointment shall commence at the start of each fall semester and expire at the end of the spring semester. Members shall be permitted to remain on the board beyond one year. If this is the case, the board member must have a planning conversation with either the board leadership or the board advisor. ISAB can meet during the summer on a voluntary basis. Absent members for summer meetings will not be penalized.

The ISAB board consists of a graduate board and an undergraduate board. Each board has a leadership structure and a member structure (including liaisons).

Board Leadership

ISAB is led by the officers described below, which ISAB shall elect from its membership at the end of each spring semester and as vacancies arise. Leadership' terms shall expire at the end of each spring semester.

Leadership Team shared responsibility:

- Meet weekly (1 hr) to discuss internal issues and agenda
- Lead projects and certain meeting discussions

- Maintain email communication
- Respond to external requests (such as representation and presentation)

Graduate Board

President

- Attend all ISAB grad meeting
- Attend all ISAB retreats
- Maintain communication with advisors, liaisons, and external stakeholders
- Work with Vice President to set meeting agenda for board meetings
- Serve as face of association (i.e., serve as speaker/representative at international student initiatives/events)
- Check-in with Cabinet Director to oversee cabinet duties
- Check-in with Vice President and directors to ensure progress
- Focus and develop partnerships on Diversity, Equity, and Inclusion efforts
- Help on-board the next president

Vice president

- Attend all ISAB grad board meetings
- Attend all ISAB retreats
- Take meeting minutes
- Serve as proxy to the president
- Work with President to set agenda for board meetings and distribute among standing board members
- Follow up and provide support to other board members and committees (as needed)
- Update and maintain the meeting minutes repository
- Work with communication director and ISAB UG Vice President to plan recruitment activities
- Help on-board the next vice president

Cabinet director

- Attend all ISAB grad board meetings
- Attend all ISAB retreats
- Update by-laws and structure changes as needed
- Establish and ensure communication between grad and UG board
- Plan and implement retreats
- Follow up and provide support to liaisons
- Help on-board the next cabinet director

Communication director

- Attend all ISAB grad board meetings
- Attend all ISAB retreats
- Work on promotional activities and relationship building of ISAB with UG communication director
- Support UG ISAB related to social media work
- Manage the ISAB grad email account and relay important communications to the student body
- Work with vice president to plan recruitment activities

- Help on-board the next communication director

Undergraduate Board

President

- Attend all ISAB meetings, retreats, and as many external meetings as possible
- Maintain communication with advisors, liaisons, and external stakeholders
- Serve as face of association (i.e., serve as speaker/representative at international student events)
- Check-in with communication director and social media director to oversee communication duties
- Check-in with Vice President and directors to ensure progress
- Work with Vice President to set meeting agenda for board meetings
- Follow up and provide support to other board members and committees (as needed)
- Help on-board the next president

Vice president (optional)

- Attend all ISAB undergrad board meetings and retreats
- Serve as proxy to the president
- Work with President to set agenda for board meetings and distribute among standing board members
- Update and maintain the meeting minutes repository
- Work with communication director and Grad Vice President to plan recruitment for members and nominated liaisons
- If this role is vacant, responsibilities of vice president will be shared by the entire members of the entire undergraduate board
- Help on-board the next vice president

Communication director

- Attend all ISAB grad board meetings and retreats
- Manage the ISAB email account and relay important communications to the student body
- Support social media director in advertising initiatives
- Work with vice president and Grad Vice President to plan recruitment for members and nominated liaisons
- Plan social/bonding activities for undergraduate board and/or coordinate members to attend events hosted by stakeholders
- Help on-board the next communication director

Social media director

- Work on promotional activities and relationship building of ISAB with communication director
- Manage advertising and maintaining ISAB's presence on campus with outreach through online posts, flyers, digital displays, etc.
- Organize and manage events related to social media (Instagram, Facebook, etc.)
- Update and maintain ISAB website and social media (Instagram, Facebook, etc.)
- Help on-board the next social media director

General Members

Responsibilities of Individual Members

ISAB members are expected to:

- Must attend two full-day ISAB retreats at the beginning of fall and spring semester. These are to be scheduled for the first Saturday of each semester.
- Must attend all ISAB meetings.
 - Only two unexcused absences will be permitted.
 - More than 1 unexpected absence from regular meetings is unacceptable; the presidents shall have the power to dismiss members of the Board that have two or more unexcused absences.
 - For any excused absences, members should make up the meeting time by contributing to meeting agenda during the week of the meeting in writing.
- Work on at least one policy agenda.
- Stay informed of the meeting minutes.
- Grad members:
 - Join at least one subcommittee.
 - Facilitate communication with external stakeholders – based on the subcommittee the board member is a part of.
- Undergraduate members:
 - Take meeting minutes on rotation.
 - Facilitate communication with external stakeholders – based on the policy the board member is working on.
- Members are expected to devote about 8 – 10 hours per month (for outreach, projects, email or in person communication, etc.)

Beyond these expectations, board members are recommended to:

- Attend two multicultural events every semester and one UISG/GPSG meeting
- Attend international student orientation welcome ceremonies

Board members can sit in a committee based on a request from the advisor and/or ISAB leadership.

Standing Liaisons

Liaisons will be ex-officio members of ISAB and will not have voting rights. Liaisons shall serve as resources to ISAB, and to report ISAB activities and initiatives to their respective constituencies.

OR Liaisons are part of the general member structure, and each liaison role will be unique. Expectations for successful liaisons are outlined below:

- Attend all ISAB meetings and retreats
- Attend meetings in the organizations/groups that they are liaised with
- Bring ISAB agenda to the organizations/groups that they liaise with
- Bring agenda from organizations/groups that they are liaised with back to ISAB

Currently, here are the groups we have an existing relationship and/or have a liaison with:

Incoming liaisons (organizations and groups sending a representative to ISAB):

- Graduate and Professional Student Government (GPSG) - International Affairs Committee
- Undergraduate Student Government (USG) - International Constituency Senator
- College of Public Health ISAB (PHISAB)
- Global Engagement Student Advisory Board (GESAB) from Tippie College of Business

Outgoing liaisons (ISAB sending a representative to these organizations and groups):

- Dean of Students (1 undergraduate & 1 graduate rep)
- Graduate Student Employment Committee (grad specific)
- Suicide Prevention Task Force

Election

Elections will be held annually to provide all members with an opportunity to lead and expand their commitment to ISAB. **The only eligibility requirement is to be a member of ISAB.** Members can stand for board leadership positions by presenting their pitch in an oratory or written format during the annual transition/onboarding meeting occurring **in April**.

Application & Selection Process

Members of ISAB are selected in spring semester by the entire board. The board will solicit applicants, review applications, conduct interviews, and select the final members.

- I. The application process is competitive and seeks to seat a board that is highly diverse and broadly representative of the University's international and domestic student body. ISAB members must be on academic and non-academic good standing.

All students that demonstrate commitment to the vision of ISAB are eligible for appointment to the Board.

Other Stakeholders

Meetings of ISAB are open to the public and other stakeholders interested in the vision of ISAB are welcome to attend meetings if given board approval. Board approval can be received by sending an email to the ISAB chair who will present this to the board for a vote. ISAB may invite relevant stakeholders to attend meetings for their insight or expertise. This may include but is not limited to students, faculty, community leaders, etc.