

Bylaws of the International Student Advisory Board

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 recommendation to assist university departments on improving services or programs to better serve international students. ISAB also gather 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.

Program Facilitation – ISAB will facilitate programs to connect international student groups with domestic student groups to increase engagement and cross-cultural interaction on campus.

Membership & Structure

ISAB is comprised of both international and domestic students with a wide array of connections. **Voting Student 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 the board advisor. ISAB can meet during the summer on a voluntary basis. Absent members for summer meetings will not be penalized.

Board Officers

ISAB is led by the officers described below, which ISAB shall elect from its membership at the start of each fall semester and as vacancies arise. Officers' 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
- Maintain email communication

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

Co-Chairs: The Co-Chairs are responsible for leading all the meetings of ISAB. Along with overall management of the Board, the Chairs are also tasked with serving as an approachable point of contact for administrators and students. The Chairs are responsible for immediately communicating any vacancies on ISAB to the advisor and UISG and/or GPSG liaisons. There will be 1 Undergrad Chair and 1 Grad Chair.

Undergrad Chair:

- Maintain communication with advisors, liaisons, and external stakeholders
- Coordinate retreats for ISAB members with advisor
- Check-in with sub-committees to ensure progress
- Collaborate with Grad Chair, Communication Director and International Constituency Senator on Roundtable
- Work with Secretary to set agenda for undergrad board meetings

Grad Chair:

- Maintain communication with advisors, liaisons, and external stakeholders
- Coordinate retreats for ISAB members with advisor
- Check-in with members to ensure progress
- Collaborate with Undergrad Chair, Communication Director and International Constituency Senator on Roundtable
- Maintain meeting notes and project progress

Secretary (UG):

- Take meeting minutes and upload them to the designated access point for all ISAB related documentation
- Facilitate internal communication among ISAB members
- Oversee note taking and record keeping that occurs within the project groups. They are also responsible for making sure project group notes make it to the designated access point for ISAB related documentation
- Maintain the ICON page
- Responsible for compiling an annual report (or PPT) for progress and accomplishments of ISAB
- Lead selection and recruitment effort

Secretary (G):

- Take meeting minutes and upload them to the designated access point for all ISAB related documentation
- Facilitate internal communication among ISAB members
- Oversee note taking and record keeping that occurs within the project groups. They are also responsible for making sure project group notes make it to the designated access point for ISAB related documentation
- Maintain the ICON page

- Responsible for compiling an annual report (or PPT) for progress and accomplishments of ISAB
- Lead selection and recruitment effort

Communications Director:

- In charge of raising awareness of ISAB projects
- Maintain communication with international student organizations
- In charge of website development/email correspondence
- Manage ISAB social media account
- Collaborate with Board Chairs and International Constituency Senator on Leadership Roundtable

Get To Know Us Director:

- Meet with the Get To Know Us team regularly
- Oversee the operation and continuing development of Get To Know Us program
- Meet with stakeholders of Get To Know Us program as needed
- Compile report for progress and accomplishments of Get To Know Us program
- Commitment includes summer responsibilities to enable program kick-off for early fall

General Members

Responsibilities of Individual Members

ISAB members are expected to:

- Must attend ISAB retreats at the beginning of fall and spring semester. These are to be scheduled the first Saturday of each semester (7 hours each)
- Must attend a full-day NCBI training in the fall semester (7 hours)
- Attend board and project group meetings: Only two unexcused absence will be permitted. More than 1 unexpected absence from regular meetings is unacceptable; the Chairs shall have the power to dismiss members of the Board that have two or more unexcused absences.
- Stay informed of the meeting minutes.
- 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 request from advisor.

Standing Board 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.

International Programs & Division of Student Life: The Coordinator of International Student Support and Engagement of International Student and Scholar Services (ISSS) and the Division of Student Life, or their designee, will represent IP and serve as principal advisor to the board. They will attend every full board meeting and provide training and professional development to ISAB members.

University of Iowa Student Government: The Director of Justice and Equity and the International Constituency Senator will represent University of Iowa Student Government at ISAB.

Graduate and Professional Student Government: The Diversity Chair, or another appropriate officer selected by the GPSG President, will represent the Graduate and Professional Student Government at ISAB.

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.