

Bylaws of the International Student Advisory Board

Spring 2025

Mission

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

History/Background

ISAB is a joint initiative between The 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, formally and informally, and provides recommendations to assist university departments to better serve international students, while raising awareness about the issues of the international student community.

Providing Student Resources – ISAB compiles resources and information from the international student perspectives and disseminates resources to the international student community and beyond.

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. In this 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 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 members 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:

- Attend all ISAB meetings, retreats, and as many external meetings as possible
- Meet with respective board leadership weekly (1 hr) to discuss internal issues and agenda
- Attend joint meeting monthly to discuss shared agenda
- Lead projects and certain meeting discussions
- Maintain email communication
- Respond to external requests (such as representation and presentation)
- Assist one another with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.

Graduate 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 initiatives/events)
- Lead the Graduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Check-in with Cabinet Director to oversee cabinet duties
- Check-in with Graduate Board Vice President and Communication Director to ensure progress
- Collaborate with the Graduate Board Vice President to manage board member retention, termination, and recognition
- Collaborate with the undergraduate board leadership team and board on issues with shared interests
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Work with Undergrad Board President and advisor to oversee budget for ISAB
- Help on-board the next president

Vice president

- Attend all ISAB meetings and retreats
- Serve as proxy to the president
- Collaborate with the undergraduate board leadership team and board on issues with shared interests
- Update, maintain, and distribute the meeting minutes repository
- Maintain internal communications
- Collaborate with the Graduate Board President to manage board member retention, termination, and recognition

- Work with the Graduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Work with Undergraduate Board Vice President on recruitment process
- Follow up and provide support to other board members and committees (as needed)
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Help on-board the next vice president

Cabinet director

- Attend all ISAB board meetings and retreats
- Collaborate with advisor to plan and implement fall and spring retreats, spring transition meetings
- Review bylaws and structure annual, and facilitate updates as needed
- Maintain communications with advisors, liaisons, leadership team, and external stakeholders (for liaisons)
- Establish and ensure communication between grad and UG board
- Work with the Graduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Follow up and provide support to liaisons
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Help on-board the next cabinet director

Communication director

- Attend all ISAB board meetings and retreats
- Collaborate with Undergraduate Board Communication Director on external activities to raise awareness of ISAB among the student population
- Co-Manage the ISAB email account and relay important communications to the student body
- Collaborate with Social Media Director to provide Grad Board related content and maintain a social media presence
- Work with the Graduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Work with advisor and International Programs to provide information and recommendation on the ISAB Website update
- 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 initiatives/events)
- Lead the Undergraduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Check-in with Undergraduate Board Vice President, Communication Director, and Social Media Director to ensure progress
- Connect with Cabinet Director on cabinet duties
- Collaborate with the Vice President to manage board member retention, termination, and recognition
- Collaborate with the undergraduate board leadership team and board on issues with shared interests
- Help with leadership team duties, including but not limited to, retreat facilitation and set up, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Work with Grad Board President and advisor to oversee budget for ISAB
- Help on-board the next president

Vice president

- Attend all ISAB meetings and retreats
- Serve as proxy to the president
- Work with Graduate Board Vice President on recruitment process
- Update, maintain, and distribute the meeting minutes repository
- Maintain internal communications
- Collaborate with the Undergraduate Board President to manage board member retention, termination, and recognition
- Work with the Undergraduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Follow up and provide support to other board members and committees (as needed)
- Collaborate with the Graduate Board Leadership team and board on issues with shared interests
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, internal and external communication, etc.
- Help on-board the next vice president

Communication director

- Attend all ISAB board meetings and retreats
- Collaborate with Graduate Board Communication Director on external activities to raise awareness of ISAB among the student population
- Co-Manage the ISAB email account and relay important communications to the student body

- Collaborate with Social Media Director on maintaining a social media presence
- Work with the Undergraduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, etc.
- Work with advisor and International Programs to provide information and recommendation on the ISAB Website update
- Help on-board the next communication director

Social media director

- Attend all ISAB board meetings and retreats
- Maintain social media presence (Instagram, Facebook, etc.) by creating, scheduling, and posting social media content
- Collaborate with Communication Directors to gather social media ideas and needs from both boards
- 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.
- Work with the Undergraduate Board leadership team to set meeting agenda for board meetings and leadership team meetings
- Assist with leadership team duties, including but not limited to, retreat facilitation and set up, recruitment, serving on additional committees with the ask from International Programs or other campus partners, nominating liaisons, managing internal and external communication, 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 the meeting agenda during the week of the meeting in writing.
- Work on at least one policy agenda or project every semester.
- 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:
 - Join at least subcommittee every semester.
 - Take meeting notes 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.)
- Help with tabling and outreach events to increase ISAB's visibility on campus

Beyond these expectations, board members are recommended to:

- Attend international student orientation welcome ceremonies if appointed by the presidents
- Sit in a committee based on a request from the advisor and/or ISAB leadership
- Serve on panels to share international student experience/perspectives

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

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

- University Counseling Service (UCS) Student Advisory Board (SAB)

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. Off-cycle selection can be held at the beginning of fall semester as needed.

Other Stakeholders

Non-ISAB members 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 president 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.