

Bylaws of the
International Student Advisory Board

I. Vision

The International Student Advisory Board (“ISAB”) seeks to serve as a flexible interface and feedback channel for improving domestic-international student interactions and international students’ experiences at the University of Iowa. Composed of representatives from students, faculty, and staff, the ISAB is a joint initiative between University of Iowa Student Government, Graduate & Professional Student Government, International Programs, and the Division of Student Life. The ISAB provides a unique connection point for students to gather and share information, express constructive criticism, and offer specific recommendations for current and new initiatives related to services for international students across the University.

II. Structure & Membership

The ISAB is a joint committee of the University of Iowa’s two student governments: UISG and GPSG. The student governments, acting through concurrent legislation may revise these bylaws at any time. The ISAB shall exist in perpetuity until disbanded by passage of concurrent legislation of UISG and GPSG.

The ISAB will offer recommendations and serve as a communication channel between the student body and the standing board liaisons from various areas of the University of Iowa.

Voting Student Members (12): The ISAB is composed of 12 students selected and confirmed by UISG and GPSG according to the process set forth in Section III. At least 4 members of ISAB shall be graduate and/or professional students, as defined by the University Registrar. 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. ISAB shall generally recess during the summer term, but may be recalled at the discretion of the UISG and GPSG Presidents. If recalled during the summer term, the membership of ISAB shall consist of the students confirmed to serve on the committee during the following academic year (e.g., if ISAB is recalled in the summer of 2014, the ISAB shall be made up of its 2014-2015 academic year members).

Board Officers (3): The ISAB is led by the officers described below, which the ISAB shall elect from its voting membership at the start of each fall semester and as vacancies arise. Officers’ terms shall expire at the end of each spring semester.

Chair: The Chair is responsible for leading all the meetings of the ISAB. Along with overall management of the Board, the Chair is also tasked with serving as an approachable point of contact for administrators and students. The Chair is responsible for immediately reporting any vacancies on the ISAB to the Presidents of UISG and GPSG. The Chair shall serve as a non-voting member of all subcommittees. The ISAB, with the affirmative vote of 9 members, is empowered to appoint two co-chairs instead of a single chair. In the event two co-chairs are appointed, the position of Vice Chair shall be held vacant for the duration of the two co-chair’s term in office.

Vice-chair: The Vice-chair will serve as the Chair in the case of the President's absence. The Vice-chair will also be responsible for overseeing the progress of specific initiatives within each subcommittee. The Vice Chair shall serve as a non-voting member of all subcommittees.

Secretary: The Secretary will take meeting minutes and distribute them to all the members of the ISAB. The Secretary will also facilitate communication of meeting minutes and other relevant ISAB updates to all relevant stakeholders on campus, such as budgeting. The Secretary shall serve as a non-voting member of all subcommittees.

Subcommittees: The subcommittees of the ISAB shall consist of at least 3 voting members; ISAB officers are non-voting members of all subcommittees. The subcommittees are described below. **The ISAB, with the affirmative vote of 9 members, is empowered to disband or add subcommittees.** The minimum number of members and the assignment of Board Officers as non-voting members of all subcommittees shall not be amended by the ISAB.

Student Life and Housing: This sub-committee is charged with sharing their concerns on the international experience with regards to on-campus and off-campus housing, as well as with general concerns related to involvement on campus, multi-cultural development, health and safety, and leadership development.

Communications and Awareness: This sub-committee focuses on advising on the promotion of activities, resources, and opportunities for international-domestic student interaction on campus.

Academics and Departmental Integration: This sub-committee is tasked with sharing experiences related to academics and curriculum development for international students. It is responsible for analyzing the practices of specific departments and colleges in order to better integrate best practices.

Standing Board Liaisons (5): Liaisons will be ex-officio members of the ISAB and will not have voting rights. Liaisons shall serve as resources to the ISAB, and to report ISAB activities and initiatives to their respective constituencies.

International Programs: The Senior Associate Director of International Student and Scholar Services, or their designee, will represent IP and serve as principal advisor to the board.

University of Iowa Student Government: The Diversity Liaison, or another appropriate officer selected by the UISG President, will represent University of Iowa Student Government at the ISAB.

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

Division of Student Life: The Vice President of Student Life, or their designee, will have a permanent position on the ISAB.

Chief Diversity Officer: The Chief Diversity Officer, or their designee, will have a permanent position on the ISAB.

III. Application & Selection Process

Members of the ISAB are selected in spring semester by the UISG/GPSG Nominations Committee in accordance with its bylaws. (Note: vacancies that occur shall be dealt with in accordance with the Nominations Committee bylaws.)

[The inaugural 2014-2015 academic year ISAB application process shall be overseen by a committee consisting of the Standing Board Liaisons defined in Section II, above. This selection committee will solicit applications, review applications, conduct interviews, and forward a list of 12 student nominees for the ISAB committee to the Presidents of GPSG and UISG. In accordance with bylaws governing Nominations, the Presidents shall forward the names of approved nominees to the UISG Senate and GPSG Council for confirmation. Once confirmed by the Senate and the Council, the ISAB shall be deemed constituted and may begin business.]

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 maintain a minimum 2.75 cumulative GPA during their term on the board.

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

Additionally, students who identify with one of the following characteristics are encouraged to apply:

- International undergraduate students
- International graduate/professional students
- Domestic students who have interest in enhancing the experiences of international students at the University of Iowa
- Domestic students who were born in a foreign country
- Domestic students who have been serving as a language buddy
- Domestic students who have studied abroad during college

IV. Responsibilities of Individual Members

ISAB members are expected to:

- Attend monthly meetings: Only one unexcused absence will be permitted. More than 1 unexcused absence from regularly meetings is unacceptable; the Chair shall have the power to dismiss members of the Board that have two or more unexcused absences.
- Stay informed of the meeting minutes
- Sub-committees should meet twice a month

- Attend a minimum of three multicultural events every semester
- Members are expected to devote 10 to 20 hours per month.

V. Functions of the International Student Advisory Board

Beyond its function as a communication channel between students and other departments on campus on improving international-domestic student interaction and the international experience at the University of Iowa, the International Student Advisory Board can also fulfill the following functions, at the discretion of its members:

Sounding Board - a public access session and open floor session will allow campus groups and individual students to share concerns and ideas with the ISAB.

Recommendation Issuance - for particular issues, with a majority vote, the ISAB can issue a specific recommendation on an initiative or problem on campus. Recommendations could result in a resolution brought up to the Student Governments and will be disseminated by the Secretary to relevant bodies on campus.

Event Steering Committee - the ISAB can help departments like International Programs to plan major events on campus to encourage the vision of the ISAB. One example of such an event is a large forum like the Global Leadership Starts Here Workshop.

V. Quorum & Voting

A quorum of 9 voting members is required for the ISAB to engage in Board business. Absent a quorum, the ISAB may not hold a vote on any issue. Subcommittee meetings are not subject to rules of quorum.

The ISAB and its subcommittees make take action by a simple majority vote of eligible voting members, except as otherwise indicated by these bylaws. Any recommendations adopted by an ISAB subcommittee must be submitted to the whole ISAB for approval; subcommittees shall not issue recommendations unilaterally without the concurrence of the whole ISAB.

As noted above, the ISAB Chair, Vice Chair, and Secretary shall not have voting rights on subcommittees, but may cast a vote on business before the entire ISAB.

VI. Other Stakeholders

Meetings of the ISAB are open to the public and other stakeholders interested in the vision of the ISAB are welcome to attend meetings. There will be a designated open floor and public access time periods during which they can contribute their thoughts to the Board's discussion. Additionally, Global Engagement directors of various colleges and representatives from Admissions and ESL will be invited to attend the monthly meetings.