

# SO 2016

## **STANDING ORDERS GOVERNING INTERNATIONAL STUDENTS ASSOCIATION**

### 1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a) "the ISA" means the International Students Association;
- b) "the Executive" means the ISA Executive Committee;
- c) "HUU" means Hull University Union;
- d) "Council" means HUU Council;
- e) "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. **International Students Officer**

The International Students Officer is President and Chair of the ISA.

### 3. **Status of the ISA**

The ISA is a Standing Committee of HUU and is to be governed in accordance with S.O. 8008.

### 4. **Function**

The ISA is to:

- a) Represent the views, rights and ideas of international students to HUU;
- b) Represent the views, rights and ideas of international students to the University;
- c) Provide a social forum for international students to meet one another;
- d) Introduce international students to British Culture and Home students to international cultures;
- e) Provide appropriate support for issues and campaigns directly related to the issues of international students;
- f) Liaise with other international student bodies.

### 5. **Membership**

There are two types of membership to the ISA:

#### a) **Full Membership:**

Full membership is open to all full members of HUU on payment of an annual subscription set by the ISA Executive Committee.

#### b) **Associate Membership:**

- i. Associate membership is open to all associate members of HUU as defined in the Bye Laws;

- ii. Registered students of the University who have opted out of membership of HUU in accordance with the Constitution.

Membership lists are to be maintained and updated by the ISA Secretary; a copy is to be held in the Administrative Services Office. ISA membership must also be maintained on the Administration system on [www.hullstudent.com](http://www.hullstudent.com).

6. **Executive Committee**

There shall be an Executive Committee with the following membership and duties that shall hold office for one academic year.

a) **Membership:**

- i. The Chair International Students Association who shall act as Chair and have a casting vote only;
- ii. Voting members elected by the full ISA membership to the following positions:
  - 1) Education Representative ( who shall also hold the position of Deputy Chair );
  - 2) Secretary;
  - 3) Treasurer;
  - 4) Events Officer
  - 5) Trips Officer
  - 6) Communications Officer
  - 7) ISA Sport Representative
  - 8) African representative;
  - 9) Asian representative;
  - 10) American representative;
  - 11) Chinese representative;
  - 12) European representative;
  - 13) Any other representatives of cultures or regions as required and agreed at a general meeting.

7. **Duties of the Membership**

(i) **Chairperson**

The Chairperson shall:

- (i) Convene and chair the meetings of the ISA and Executive;
- (ii) Represent the ISA on HUU Council and other bodies as required;
- (iii) Act as a focal point for student activities;
- (iv) Liaise with the Advice Centre and University so as to be able to provide help and support to international students;

(ii) **Education Representative**

The Education Representative shall:

- (i) Act as Deputy Chair of the ISA;
- (ii) Liaise with the Vice President Education on education issues for international students;

- (iii) Be a voting member of Education Zone;
- (iv) Be a voting member of Union Council (under the Education Zone):

(iii) **Secretary**

The Secretary shall:

- (i) Prepare and circulate publicity prior to each meeting;
- (ii) Prepare and circulate the agenda to members prior to each meetings;
- (iii) Take minutes of the meeting.

(iv) **Treasurer**

The Treasurer shall:

- (i) Maintain accurate and current financial records;
- (ii) Be responsible for ensuring both the Primary and Secondary accounts remain solvent;
- (iii) Work with the Chair to prepare the annual budget and accounts;
- (iv) Be responsible for all funds raised.

(v) **Events Officer**

The Events Officer shall:

- (i) Organise, advertise and be responsible for monthly ISA parties;
- (ii) Organise, advertise and be responsible for the ISA Winterball;
- (iii) Organise, advertise and be responsible any other events decided on by the ISA.

(iv) **Trips Officer**

The Trips Officer shall:

- (i) Organise trips for the cultural and social benefit of the members of the ISA;
- (ii) Ensure all trips are risk assessed with the Student Activities Coordinator;
- (iii) Publicise all events and ensure value for money.

(v) **Communications Officer**

The Communications Officer shall:

- (i) Provide a link between ISA and HUU Media for advertising of events, trips and information;
- (ii) Communicate with members of the ISA on behalf of the Executive;
- (iii) Produce a weekly newsletter for distribution to ISA members.

(vi) **ISA Sports Representative**

The ISA Sport Representative shall:

- (i) Be an ex-officio member of the Sport Zone;
- (ii) Liaise with the Vice President Sport to ensure opportunities for ISA members to play sport;
- (iii) Be responsible for coordinating with Athletic Union organised events and University sporting opportunities through the Vice President Sport.

(vii) **Area Representatives**

The Area Representatives will:

- (i) Act as a focal point for the international students at the University;
- (ii) Liaise with nationality or culture based societies;

- (iii) To engage with the University when requested over exchange programs; grants and home universities.

8. **Transitional Executive Committee**

The Executive Committee members elected at the end of the academic year will form, together with the ISA President and current Executive Committee, a temporary working group known as the Transitional Executive Committee. This Committee shall be in charge of the transitional period every year and include a handover of necessary and useful information to the new members. From this body, the permanent Executive Committee will emerge after the full members have elected the remaining permanent Committee members.

9. **Elections**

- a) The ISA Officer shall be elected in week five of semester two in accordance with S.O. 8001;
- b) The Deputy Chair; Treasurer; Secretary and three general Executive members shall be elected annually at the ISA AGM;
- c) The Chinese, Asian, American, African and European representatives along with one general Executive member shall be elected annually at a general meeting within the first three weeks of semester one;
- d) At the first Executive meeting of Semester one, one member shall be elected to represent the ISA on the Education Zone;
- e) The Executive shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.
- f) All candidates running for Chair ISA must attend a procedural meeting as detailed in S.O. 8001

10. **Voting**

All votes shall require a two thirds majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair. The Chair shall have a deciding voting in hung situations.

11. **Meetings**

- a) Meetings of the Executive shall be called by the Chair;
- b) Meetings shall be notified to the members by the Secretary and publicised by displaying the agenda on the official notice boards and wherever else deemed appropriate;
- c) Meetings of the Executive shall be held biweekly unless otherwise agreed;
- d) Annual General meeting:  
The Annual General Meeting (AGM) is to be held between weeks eight and ten of semester two. The purpose of this meeting is to review the action taken by the ISA in

that academic year with the ISA Chair and Executive Committee to answer questions put by the membership;

e) Ordinary General Meetings:

Ordinary General Meetings (OGM) may be called by the Executive Committee. One shall be called in the first three weeks of semester one;

f) Notice

Notice of meetings is to be sent to all members via email and displayed in the ISA office for seven clear days before an AGM and four clear days before an OGM.

g) Quorum

The quorate for Executive meetings shall be five of the voting membership plus the chair. Quoracy for all general meetings is 15% of the voting membership.

13. **Minutes**

The minutes shall be taken by the Secretary; these shall be handed in to the General Office no later than four clear days following an Executive meeting. The minutes shall record points to action for the Executive members and shall be brought to the attention of Council by the International Students Officer, in the form of a report under the ISA section of the Council agenda.

14. **Powers**

The Committee shall be able to:

- (a) Pass a motion of caution against the International Students Officer as detailed in S.O. 8008;
- (b) Bring motions of censure and no confidence as detailed in S.O. 8008 against the International Students Officer to Council;
- (c) Pass a motion of caution, censure or no confidence against other Executive members as detailed in S.O. 8008. Motions of no confidence can be appealed to Council;
- (d) Submit questions in writing to the trustees of HUU to be asked by the President;
- (e) Submit questions to an Officer at council;
- (f) Propose a motion of caution against an Officer to council.

KLH/AM November 2011

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