

International Student Affairs Commission By-Laws

Revision History:

February 24th, 2016 (Ratification)

Article 1: Establishment

1.1 The International Student Affairs Commission, herein referred to as “ISAC,” is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws, as well as the Constitution and by-laws of the Arts Undergraduate Society.

Article 2: Mission

2.1 The mission of ISAC shall be:

2.1.1. To cater to the unique needs of international students in the Faculty of Arts.

2.1.2. To help improve campus experience of international students in Arts, in a cultural, social, and academic vein.

2.1.3. To advocate for the rights of international students in Arts at a departmental and faculty level.

2.2 ISAC shall exist simultaneously as a service, a place of social connection and support, and as an advocacy group.

Article 3: Composition

3.1. The ISAC shall consist of:

3.1.1. Two Co-Commissioners, as defined in Article 3.2,

3.1.2. One Director of Communications,

3.1.3. One Director of Student Engagement,

3.1.4. Additional members-at-large who will successfully facilitate the mission of ISAC,

3.1.5. The Vice-President External of the AUS, who will oversee ISAC and report on its activities to AUS Council.

3.2 The ISAC Co-Commissioners will allocate responsibilities as follows:

3.2.1. The Internal Commissioner shall be responsible for student matters, which include, but are not limited to:

a) Academic advocacy,

b) Integrating feedback from international students into ISAC’s operations,

c) Providing support for international students through providing resources and events, as well as through facilitating connection to other international students.

3.2.2. The External Commissioner shall be responsible for student matters, which include, but are not limited to:

a) Responding to changes in policy or other matters pertaining to international students,

b) Liaising with campus groups and spaces to create events,

c) Connecting other international student groups and international student resources on campus to the members of ISAC.

3.2.3 The ISAC Co-Commissioners will be jointly responsible for selecting the following committee members:

a) Director of Communications

b) Director of Student Engagement

c) Any additional members-at-large

3.2.4. The ISAC Co-Commissioners will be selected based on written applications and interviews by the incumbent VP External and the VP External elect.

3.3. The Director of Communications will be responsible for:

3.3.1. The design and distribution of promotional materials for ISAC events and services

- 3.3.2. Taking minutes at ISAC meetings, and providing them to the members of the ISAC committee.
- 3.4. The Director of Student Engagement will be responsible for:
 - 3.4.1. Designing mechanisms through which ISAC can collect feedback from the international community in the Faculty of Arts,
 - 3.4.2 Assisting the Internal Commissioner in the integration of feedback into ISAC's operations,
 - 3.4.3. Assisting the External Commissioner with the design and facilitation of ISAC events.
- 3.5 The AUS VP External shall:
 - 3.5.1 Regularly attend ISAC meetings, and report on ISAC's activities to council,
 - 3.5.2 Provide information and resources to aid ISAC's mission, within their power,
 - 3.5.3 Liaise with the ISAC Co-Commissioners to create an annual schedule and budget plan for ISAC.

Article 4: Powers and Duties

- 4.1 ISAC shall recognize the supremacy of the AUS constitution and by-laws,
- 4.2. ISAC shall work to realize their mission, as stated in Article 2 of these by-laws.

Article 5: Meetings

- 5.1 ISAC shall meet on a bi-weekly basis, unless otherwise determined by the VP External,
- 5.2 Quorum for meetings shall be two-thirds of the members of ISAC,
- 5.3 The VP External may invite representatives from outside groups to present at meetings, if such presentations are relevant to the mission of ISAC.

Article 6: Amendments

- 6.1 Amendments to these by-laws should first be discussed with the members of ISAC,
- 6.2 Amendments to these by-laws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.