

Vanderbilt University

International Students & Scholars Services Advisory Board (ISSS-AB)

Name and Purpose

The name of this board shall be the “International Students & Scholars Services Advisory Board(ISSS-AB). The purpose of this board is outlined below:

1. Assist the International students and scholars Services in addressing concerns brought forth by the international population at Vanderbilt
2. Review and assess proposals put forth by the International Students and Scholars Services(ISSS)
3. Identify and address problems faced by the Vanderbilt International population efficiently and pragmatically, while being transparent with the Vanderbilt community.
4. Act as a liaison between the school administration and the international population.

Membership

The Advisory Board will consist of a minimum of 12 voting members. Membership includes:

- Co-chairs (2) or chair (10)
- Undergraduate international student (4) - one from each year
- Graduate and Professional international student (3-4)
 - Fulbright student(1)
 - PhD student(1-2)
 - Masters Student(1-2)
- Dependents of students or scholars (1 -2)
- Alumni(1)
- Additional Member(included as necessary)
 - Representative from Vanderbilt Student Government (VSG) (1)
 - Representative from Graduate and Professional Student Senate (1)

The Director of the International Students and Scholars Services will serve as an Ex-Officio member of the Advisory Board.

The above distribution of members serves as a guide, but can be modified for any given year at the discretion of the co-chairs/chair and the ISSS Director. This board strives to have a variety of identities that represents the international community at Vanderbilt.

Selection and Term

Depending upon the existing committee roster, new board members may be appointed. Means of appointments could include any of the following, after which the final decision will be made by a majority vote.

- Nomination

- Application and interview process
- Sub-committee member promotion

Members will serve a one-year term, renewable based on level of contribution and committee roster, at the discretion of Co-chairs/chair.

Co-chairs or chairs should be chosen by the above process, but must be approved by the ISSS Director and the current co-chairs/chair.

By-laws

A quorum, or minimum number of members present necessary to conduct the business of the committee, is two-thirds of the board's membership (eight members in this case). A co-chair/chair must be one of the members present in order for a quorum to exist. If the Advisory Board has two-thirds of its body present, it can lawfully make binding decisions on behalf of the entire body.

A minimum of two-thirds of the board must agree to a decision before it is made final.

Communication and Website

On its website, the International Student Advisory Board will post the following:

- Current list of members with contact information and short description
- Agendas and committee minutes
- End-of-semester progress reports
- Information about forums, surveys and focus groups conducted by the member of the Advisory Board including findings and statistics.

Meeting Schedule

The International Student Advisory Board shall meet once every month as a whole.

Subcommittees (if any) will meet as needed to fulfill special duties and assignments. A detailed report will be submitted by each sub-committee chair at the end of each semester. However, at each board meeting, members shall take turns giving an update of their progress, after which they shall include a short note in an already stipulated document.

The Co-chairs/Chair shall submit a transition report at the end of their tenure to aid the incoming Co-Chairs/Chair.

Modification of ISSS-AB Constitution

This constitution shall be reviewed annually by current members of the advisory board.

However, this constitution may be subject to change at any other time upon agreement by a minimum of three-fourths of the advisory board quorum.