
POLICY for IGSIC

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By the Deputy Speaker

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Under the Supervision of the Speaker

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THE SOCIETY OF GRADUATE STUDENTS

The University Western Ontario

LONDON ONTARIO CANADA

2022

5.12 International Graduate Student Issues Committee

5.12.1 Ratified

November 25, 2021

5.12.2 Mandate

As a standing Committee of the Society (Bylaw 2.9.5.6.), the International Graduate Student Issues Committee (IGSIC) is mandated to assess the particular needs of international graduate students at Western University, advocate on their behalf, and arrange social, wellness, and academic initiatives for enhancing their student life by working in consultation with the Vice-President Advocacy and in collaboration with the International & Exchange Student Centre (IESC), the School of Graduate and Postdoctoral Studies (SGPS), and other relevant SOGS committees.

5.12.3 Article 1: Membership

5.12.3.1. IGSIC shall have:

5.12.3.1.1. An Official Liaison, who shall be the Vice-President Advocacy, in compliance with Bylaws 2.9.3.2. and 2.9.3.3.

5.12.3.1.2. Chairperson(s), who shall:

5.12.3.1.2.1. Be elected from amongst the members of the committee; and

5.12.3.1.2.2. Act in compliance with the Duties of the Chairperson (Bylaw 2.9.2).

5.12.3.1.3. A membership, who shall:

5.12.3.1.3.1. Be ratified by the Society's Council (Bylaw 2.9.2.3.);

5.12.3.1.3.2. Act in accordance with Bylaw 2.9.3.9.;

5.12.3.1.3.3. Have a limit of 20 voting members, including the Chairperson(s), in accordance with Bylaw 2.9.4.2.2.

5.12.3.2. The President shall be a non-voting ex-officio member (Bylaw 2.1.2.4.).

5.12.3.3. The Society's Communications Administrator shall be a non-voting ex-officio member.

5.12.4 Article II: Committee Management

5.12.4.1. IGSIC will act in accordance with Bylaws 2.9.3.5. and 2.9.3.7. to determine quorum, Bylaw 2.9.3.9. to manage and maintain attendance, and Bylaw 2.9.4.2.1 to count votes.

5.12.4.2. Voting Policies

5.12.4.2.1. For asynchronous voting via email, members will "Reply All" to the IGSIC listserv. For private votes (e.g. elections), votes will be sent to the Chairperson, or to the Vice-President Advocacy if the Chair position is vacant. Voting members shall be given a maximum of 3 business days to discuss (and/or to respond) to an asynchronous online vote, at which point the vote shall be considered concluded.

5.12.4.2.2. Committee members (including the Official Liaison, Chairperson, and ex-officios members) can hold up to three (3) proxies.

5.12.4.3. Roles and responsibilities:

5.12.4.3.1. The Chairperson shall:

5.12.4.3.1.1. Submit committee member names to Council each May for re-ratification (Article 1.6.5.1.);

5.12.4.3.1.2. Refer to the IGSIC Chair Transitional Manual for specific information on Chairing duties, event planning, and marketing; and

5.12.4.3.1.3. Update the IGSIC Chair Transitional Manual at the end of their term, and submit it for review to the Vice-President Advocacy before stepping down and/or graduating.

5.12.4.3.2. IGSIC:

5.12.4.3.2.1. Shall adhere to its policy manual in accordance with Bylaw 2.9.4;

5.12.4.3.2.2. Shall review, and update if needed, its policy manual at least every two years;

5.12.4.3.2.3. Shall refer to the IGSIC Google Drive Archive overseen by the Vice-President Advocacy for detailed information on past events and initiatives; and

5.12.4.3.2.4. Members who wish to resign shall inform the Chair and Vice-President Advocacy in writing, and copy the Communications Administrator.

5.12.4.3.3. Vice-President Advocacy shall:

5.12.4.3.3.1. hold the position of Chair if vacant until a replacement is elected.

5.12.4.3.4. Communications Administrator:

5.12.4.3.4.1. Shall submit ratified IGSIC minutes to the Society's Public Dropbox.

5.12.5 Article III: Committee Operations

5.12.5.1. Fall orientation

5.12.5.1.1. IGSIC, in partnership with the Vice-President Advocacy, Grad Club Manager, the Orientation and Social Committee, and the Grad Life Advisory Group shall plan to organize and run an event during the Society's Fall Orientation program, which usually falls on the week of the second Monday of September, whenever possible.

5.12.5.1.2. IGSIC shall begin planning for Fall Orientation in the preceding Summer term.

5.12.5.2. Socials and trips

5.12.5.2.1. IGSIC in partnership with the Vice-President Advocacy, the International & Exchange Student Centre (IESC), and the School of Graduate and Postdoctoral Studies (SGPS) shall plan to host social events and trips for international graduate students whenever possible.

5.12.5.2.1.1. For volunteering at IGSIC events and/or trips, IGSIC shall endeavour to:

- 5.12.5.2.1.1.1. Subsidize 50% of the volunteer ticket for off-campus trips;
- 5.12.5.2.1.1.2. Offer a free ticket for Grad Club events involving meals; and
- 5.12.5.2.1.1.3. Staff up to a maximum of two volunteers/per bus for trips, and up to a maximum of 4 volunteers for events (determined by committee vote).
- 5.12.5.2.1.2. IGSIC shall endeavor to offer, organize, and run family-friendly and/or non-alcohol focused events in an effort to better meet the needs and/or interests of international graduate students.

5.12.5.3. Advocacy and partnerships

- 5.12.5.3.1. IGSIC shall endeavour to collaborate with IESC to:
 - 5.12.5.3.1.1. Attend/host IESC's Global Cafe weekly event at least once a term, preferably at the start of each term;
 - 5.12.5.3.1.2. Host Immigration Seminars at least twice a year with/without partnering with external legal experts; and
 - 5.12.5.3.1.3. host at least one International graduate student specific Tax Information session in the Winter term.
- 5.12.5.3.2. IGSIC shall endeavor to advocate on behalf of international graduate students through surveys, petitions, services, and information sharing initiatives and events.
 - 5.12.5.3.2.1. IGSIC shall endeavor to conduct an International Graduate Student Satisfaction Survey every two years to ensure the needs of its constituents are being met; and
 - 5.12.5.3.2.2. IGSIC shall endeavor to, when possible, partner with SOGS, PSAC 610, and the Canadian Federation of Students (CFS) to enhance the experiences of international graduate students.
- 5.12.5.3.3. IGSIC in partnership with the Vice-President Advocacy shall endeavour to collaborate with graduate student stakeholders, such as Graduate Student Life Advisory Group, or other SOGS Advocacy Committees for organizing international graduate-specific events.