

CHAPTER 56

The Office of International Students

Section 1. Establishment

Part 1.

This chapter shall govern the International Student Director and all committee(s) under the Office of the International Students;

Part 2:

Committees currently under the International Student Director include:

- a. International Students Committee

Section 2. Term

The International Student Director shall serve a nine (9) month term starting at the beginning of Fall Quarter until the day after commencement.

Section 3. Definition

International Students shall be defined as UCR students who are non-residence of their current country of study;

Section 4. Purpose

ASUCR International Students Committee shall act as the body of ASUCR that is responsible for prioritizing and bringing to light International Student issues and resources. The purpose of the committee is to ensure the inclusion and participation of campus-wide activities and academics of international students. Creating an encouraging environment that allows students to become active members of the UC Riverside community.

Section 5. International Student Director Qualifications, Responsibilities, and Duties

The International Student Director Qualifications are as follows-

- a. The International Student Director shall meet the same qualifications for office as all other officers of ASUCR as stipulated in the ASUCR governing documents in addition to any others enumerated in this article;
 1. The International Student Director shall be a student who is interested or advocates for International Student needs;

The International Student Director shall –

- a. Shall be responsible for bringing International students concerns to the administration and the Senate;
- b. Be responsible for chairing the International Students Committee;
- c. Be responsible for sitting or appoint the International Students Committee Advocacy Advisor to the UCSA International Students Coalition for the purpose of representing ASUCR;
- d. Be responsible for being the “ASUCR Student Representative” on the UCR Academic Senate Committee on International Education;
- e. Be responsible for meeting with the Provost of International Affairs on a quarterly basis. Members of the International Students Committee may attend this meeting;
- f. Appoint a committee member to serve as Vice-Chairperson, with the approval of the Committee;
- g. Call meetings as required, or when a majority of the Committee members request such action;
- h. Be responsible for contacting all committee members, in adequate time (at least 48 hours in advance), to give notice of a public meeting;
- i. Be responsible for the preparation and distribution of the reports and/or minutes of the Committee;
- j. Be responsible for the creation and submission of the monthly reports, as requested by the Personnel Director;
- k. Be responsible for the creation and submission of reports to be presented at the State of the Association (SOTA), at the request of the Executive Vice President;

- l. Be responsible for the creation of ad-hoc committees to address various issues in relations to international students;
- m. Ensures the International Students Committee coordinates at least three yearly ASUCR events:
 1. ASUCR International Students Fall Quarter Event
 2. ASUCR International Students Winter Quarter Event
 3. ASUCR International Students Spring Quarter Event
- n. Advocate for international students to gain the appropriate resources needed to succeed at UCR (Emotional Support, Research opportunities, Honors Program, Academic Support, Financial assistance, post-graduation opportunities, etc.);
- o. Be responsible for the maintenance and usage of the ASUCR International Students social media accounts;

Section 6. International Students Committee Responsibilities and Duties

The International Students Committee shall -

- (a) Consist of at-least eight (8) members. Five (5) of the eight (8) members shall be appointed by the International Students Director in conjunction with the Personnel Director;
- (b) Consist of a Chair, Vice Chair, Communications Advisor, Affairs Advisor, Advocacy Advisor, Events and Activities Advisor, Two (2) Senators. Any committee member that is not selected for one of the position listed in this subsection shall be referred to as “Committee Member At-Large”;
- (c) Designate the following responsibilities to each committee member:

The International Students Committee Vice Chair shall-

- (a) assist the International Students Director to their duties, as described in Section three (3) of these by-laws
- (b) serve as main source of communication with the International Students Affairs Office
- (c) assume the duties of the International Students Director in the event of an absence, resignation, removal, or temporary and/or permanent disability of the Director to perform their duties, until a replacement is selected by the ASUCR Senate, as prescribed in Chapter 7
- (d) assist the other members of the International Students Committee when necessary.

- A. The International Students Communications Advisor shall –
 - (a) work closely with the Chair and Vice Chair.
 - (b) take all committee meeting minutes
 - (c) oversee all postings to all social media accounts, with the approval of the chair
 - (d) maintain all committee itineraries, committee announcements and all things related to what the committee does throughout the year, whether that being events, issue proposals and discussions..
 - (e) assist the other members of the International Students Committee when necessary.
- A. The International Students Affairs Advisor shall –
 - (a) be responsible for receiving and providing feedback for all campus affairs in regards to international students.
 - (b) attend meetings with the International Affairs Office Director to update on any matters regarding the committee;
 - (c) Be responsible for working closely with the Chair and Vice-Chair in the best interests of international students;
 - (d) work to improve the care of psychological and counseling services and mental resources for international students;
 - (e) work collaboratively with the International Student Affairs Office, The UCR Extension Center, and any other campus association that is aimed at international students;
 - (f) assist the other members of the International Students Committee when necessary;
- B. The International Students Advocacy Advisor shall -
 - (a) be responsible for sitting on and attending meetings of the UCSA International Students Coalition, at the discretion of the International Students Director. If not chosen as the ASUCR representative, the Advocacy Advisor shall sit on the UCSA International Students Coalition as a committee member at-large;
 - (b) be responsible for cooperating with the International Student Affairs Advisor;
 - (c) be responsible for any announcements and news regarding UC International Students status;
 - (d) work closely with other ASUC International Student Leaders and the University of California Student Association;
 - (e) assist the other members of the International Students Committee when necessary;
- B. The International Students Events and Activities Advisor shall-
 - (a) work closely with the Chair, Vice-Chair, and committee members, for planning events catered to International Students;
 - (b) be responsible for designing and creating any event fliers, design, brochures and presentations and marketing strategies;
 - (c) be responsible for all outreach efforts, including campus organizations;

- (d) assist the other members of the International Students Committee when necessary;
- B. The ASUCR Senators shall-
 - (a) assist the International Students Committee in drafting legislation;
 - (b) assist in the funding of committee events;
 - (c) participate in all committee discussions and provide insight;
 - (d) serve as a direct liaison between the International Students Committee and ASUCR at-large;
- B. The Committee Members At-Large shall-
 - (a) complete tasks assigned by the International Students Director;
 - (b) assist the other members of the International Students Committee when necessary;
 - (c) be selected in the following manner-
 1. The International Student Director shall release an application to the entire student body by the first (1st) week of the Fall quarter;
 2. The International Student Director shall in conjunction with the Personnel Director hold interviews for all eligible applicants before the end of the third (3rd) week of the Fall quarter;
 3. The International Student Director shall assign the appropriate positions to each applicant;
 4. Membership in the International Students Committee shall be open to all UCR students who pay the ASUCR students fee;
 - (d) Attend all committee meetings and events. Special circumstances that interfere with attendance must be approved by the International Student Director twenty-four (24) hours prior to said meeting or event.
 - (e) Actively solicit information from the international students community concerning international students needs;
 - (f) Promote, initiate, and support efforts to encourage improved support and inclusion for international students, and to improve the quality of international student experiences;
 - (g) Partner with departments, staff, student organizations, outside agencies, the Office of Student Life, International Affairs Office, and community.
 - (h) Collaborate with a variety of college support and academic services such as counseling, admissions, etc;
 - (i) be responsible for assisting in all outreach efforts (ie. tabling at the UCR Extension Center);
 - (j) be responsible for completing all tasks assigned by the International Student Director;

Section 7. Amendments

- (a) Any amendments to this bylaw shall require a two-thirds (2/3) vote of the International Students Committee prior to submitting the amendments to the Legislative Review Committee.

(b) This bylaw shall take effect Fall Quarter of 2021 after the conclusion of the special election, at which time the International Student Committee shall be stricken from the Personnel Director Bylaw and transitioned to this bylaw.

Created Fall 2021

Updated Spring 2023 (Interim Exec. Director O'Brien)