

International Students' Forum Terms of Reference

1. GENERAL

- 1.1. These terms of reference are with regards to Lancaster University Students' Union (LUSU) International Students' Forum, a subcommittee of the Union Assembly as defined in the Union Assembly Bye Laws.
- 1.2. Amendments to this Terms of Reference shall be ratified by the International Students' Forum.
- 1.3. Significant amendments to the terms of reference that alter the fundamental purpose or powers of International Students' Forum will also be ratified by the Union Assembly.

2. PURPOSE

- 2.1. The International Students' Forum shall:
 - 2.1.1. Act as the collective representative body for international students.
 - 2.1.2. Elect the LUSU International Students' Officer and hold them to account.

3. MEMBERSHIP

- 3.1. Membership of the International Students' Forum shall be:
 - 3.1.1. LUSU International Students' Officer, who shall act as Chair.
 - 3.1.2. Members of societies executive committees, JCRs, and any other student leaders with a specific remit encompassing the experience of international students.
 - 3.1.3. All international members of the Students' Union.

4. POWERS OF THE FORUM

- 4.1. Direct the work of the International Students' Officer and hold them to account.
- 4.2. Collaboratively plan and deliver events, activities, and campaigns for international students and their interests.

5. MEETINGS

- 5.1. The International Students' Forum shall meet at least 3 times per year on-campus.

6. ELECTION OF INTERNATIONAL STUDENTS' OFFICER

- 6.1. The LUSU International Students' Officer shall be elected in the annual International Students' Forum Annual Meeting in accordance with the Democracy & Elections Byelaw.
 - 6.1.1. Only members of the Forum may vote for the LUSU International Students' Officer, in accordance with 3. *Membership*.
 - 6.1.2. Nominations must be submitted in-advance of the meeting, in a format and before a deadline set the Students' Union.
 - 6.1.3. Voting will take place via a secret ballot at the Annual Meeting.

7. ANNUAL MEETING

7.1. The LUSU International Students' Forum shall hold an Annual Meeting each academic year for the purposes of electing the LUSU International Students' Officer.

7.2. Only members of the Forum may attend and vote at the meeting, in accordance with 3. *Membership*.

7.2.1. If it seems it necessary, the Students' Union may enforce measures to verify the eligibility of those in attendance.

7.2.2. Space at the Annual Meeting may be reserved for members of societies executive committees, JCRs, and any other student leaders with a specific remit encompassing the experience of international students.

Approved by International Students' Network:	May 2025
Ratified by Union Assembly:	May 2025