

Code of Conduct

Purpose:

The Augustana Students' Association seeks to ensure an environment that promotes success, growth, professionalism, respect for self and others, and personal safety. We recognize our duty to ensure fairness and equality throughout the organization, and to maintain the integrity, confidence, and dignity of the office we fill. This Code of Conduct is a set of guidelines to provide direction for student representatives, volunteers, and staff members while conducting Students' Association affairs.

This tool is both preventative and proactive in its approach. The code defines and clarifies expected personal conduct for student representatives, staff, and volunteers. It also provides a method of resolution for situations that negatively affect the reputation, operation, and performance of an individual or the organization.

All student representatives and staff of the Augustana Students' Association are expected to follow these guidelines while performing ASA duties.

Definitions:

'ASA' means the Augustana Students' Association.

'Augustana Faculty' is a Faculty of the University of Alberta.

'Student Representative' means all persons appointed or elected to the Executive Committee, Students' Council, Standing Committees, Faculty Council, members of Student Boards, volunteers, and all other formal representative appointments made to Augustana Faculty or outside bodies.

'Staff Member' means all persons employed by the Augustana Students' Association in any paid capacity.

'ASA Representative' will be regarded hereafter as all student representatives and staff members, as defined above.

'Conflict of Interest' is a situation where a councilor is personally effected by or will have significant effect on the decision at hand.

Policy:

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- ASA Representatives must conduct themselves in a manner that will maintain the dignity and support of all ASA members and their constituents.
- ASA Representatives shall respect all religious, racial, gender, sexual, and all other individual differences among all peoples encountered while serving on Student Council.

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- ASA Representatives shall speak on behalf of the Association only with consent of the Association.
 - Consent can be given verbally by the Executive, the President, or the Council as a whole.
- All members shall use appropriate language while speaking at meetings.
- Constructive criticism is encouraged; negative criticism shall be discouraged at all times.
- Consumption of illicit substances shall not be allowed before an official meeting; intoxication shall not be tolerated before or during an official meeting.
- All ASA Representatives will conduct themselves in a way that is consistent with the ASA's Policies and Bylaws, including attending meetings, functions, and office hours as stated in the various job requirements corresponding with their position.
- Members shall not convert nor use to their benefit any property belonging to the ASA nor shall they commit an act amounting to fraud in relation to the ASA.
- All information deemed to be confidential or discussed in-camera at meetings, being it sensitive or volatile, shall not be discussed outside of Council except where expressly authorized during term of office.

Decision Making

- All members shall be knowledgeable of current Association Bylaws and Policies and realize they are governed by these when making decisions for the organization.
- All ASA Representatives are responsible for representing their constituents, and without personal bias, while making decisions for the student body.
- All members shall approach decision making with an attitude that is aimed towards the well being of the represented body as stated in the Mission Statement.
 - All members shall stay informed of developments that are relevant to decisions being made.
- All members shall approach decision making with an attitude that promotes respect for all other members. This includes:
 - Respect for various/differing opinions.
 - Sensitivity when dealing with disagreement and conflict.
- Members shall not permit personal interests or activities to conflict with the duties and responsibilities of the Augustana Students' Association. Also, members shall avoid perception that their personal interests may conflict with such duties and responsibilities. Recognising that personal knowledge will exist in many situations due to the close-knit nature of the Augustana community, it is incumbent upon members to disclose any potential conflict of interest to the Chair at the earliest possible time.
 - No member of the Students' Council will participate in discussion or vote on motions if there is any familial connection, past or present romantic

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- interest, strong disinterest or close friendship that exists or has existed between the applicant and the Council member. The member with a conflict will remove themselves from the room.
- No member of the Students' Council will participate in discussion or vote on motions relating to a student group or organisation of which they are a member.
 - In the case that the Chair is in a conflict of interest, disclosure shall be made to the council or committee, and the Chair shall step down to another Chair appointee and will abstain from participation in the discussion and voting for that particular issue.
 - No member of the Executive Council or the Deputy Returning Officer will hold remunerated positions with the Augustana Students' Association during their term of office.
 - If a conflict of interest exists, discussion regarding that issue will be in-camera.
 - The final decision of the council represents the view of the majority and therefore shall be the view by which members must abide by.

Participation in ASA Contests

- Any Executive, Council, or Staff member who is directly involved with planning an event shall not be permitted to participate in or benefit personally from that event.
- In the case of an contest with a prize of monetary value, no ASA Executive or Council member, Executive Director, or persons involved with planning the event shall be permitted to participate in or benefit from that contest.
- In regard to Raffles, 50/50's, Auctions or any situation where tickets are bought or bids are placed, no ASA Executive or Council member, Executive Director, or persons involved with planning the activity are permitted to participate.
- All other employees of the ASA, excluding Council, Executive, and the Executive Director, are allowed to participate in all ASA sponsored contests unless they are directly involved with planning for the contest.

Disciplinary Action

- If any ASA Representative contravenes this code, disciplinary action will be taken as per Bylaw 9 of the ASA Bylaws.