

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 that has the potential to undermine the impartiality of a representative or in which a representative is in a position to derive personal benefit from actions or decisions made in their official capacity.

'Official Capacity' is any instance where a representative of the ASA is speaking or acting on behalf of the organization.

Policy:

Conduct

- While serving as a student representative, all ASA representatives shall

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respect all races, cultures, religions, genders, sexual identities, and any other individual differences among people.

- All members shall use appropriate and professional language while in any official capacity.
- Consumption of illicit substances and/or alcohol shall not be allowed before or during any official meeting or while conducting duties on behalf of the ASA.
- All ASA Representatives will conduct themselves in a way that is consistent with the ASA's Policies, Bylaws, and representative functions.
- 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, will not be discussed outside of Council.

Decision Making

- All ASA Representatives shall be knowledgeable of current Association Bylaws and Policies and realize they are governed by these as well as the Students' Union (SU) Bylaws when making decisions for the organization. If the ASA seeks to advocate on issues in contradiction to SU Bylaws, they must first have presented to and received approval from SU Students' Council and follow the procedure listed in Bylaw 8100, under Roles and Mandates and starting at section 5. All Student Representatives are responsible for representing their constituents without personal bias, while making decisions for the student body.
- All members shall approach decision making with an attitude that is aimed towards furthering the ASA's Mission Statement and goals. It is their duty to stay informed about current issues and relevant information. All members shall approach decision making with an attitude that promotes respect for differing opinions and sensitivity towards disagreement and conflict.

Conflicts of Interest

Meeting Situations:

- A representative must declare a conflict of interest if:
 1. They have or have had a personal, familial, or sexual relationship with anyone involved in the discussion;
 2. They have a personal financial interest in the matter; and/or
 3. They are a current executive member on a student group or organization being debated.
- Once a conflict of interest is declared, the representative must leave the room for the duration of discussion and cannot vote on the motion
- If the Chairperson has a conflict of interest, they shall appoint a temporary Chairperson and then leave the room
- The final decision of Students' Council represents the view of the majority

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and therefore shall be the view by which members must abide.

- Once a conflict of interest is declared, the representative who declared it cannot speak further to the issue. Disciplinary action may be taken in case disclosure is violated.

General Conflicts of Interest:

- Members shall not permit personal interests or activities to conflict with the duties and responsibilities of the ASA. Representatives shall disclose any potential or perceived conflict of interest at the earliest possible time.
- No member of Students' Council, the Executive Director, or any persons involved with planning an event shall be permitted to participate in or benefit personally from a contest sponsored by the ASA, regardless of the prize type.
- 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.

Speaking on Behalf of the ASA

- Spokespersons shall speak to the media and general public on behalf of the membership of the ASA to convey the official position of the organization on issues pertinent to students and/or the ASA.
- The President shall serve as the primary official spokesperson of the organization, but all elected members of the Executive Committee may serve as spokespersons depending on the issue.
- Elected members of the Executive Committee may delegate their authority as spokespersons to other elected members of Students' Council only in specific instances when necessary.
- Prior to making an official statement on behalf of the ASA, elected officials must meet with either the President or the Executive Director.
- All media releases must receive approval from the Executive Committee prior to distribution.
- All media releases must be provided as information items to Students' Council. Any statement made by representatives of the ASA must not contradict or invalidate any Students' Union political policies. If statements are being made to government officials or university officials outside of Augustana, the ASA President must provide an update to the SU Vice-President External.
- Representatives will not indicate financial commitments or otherwise until approval has been granted by the Executive Council, or Students' Council.

Disciplinary Action

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