



ASSOCIATED STUDENTS INC
SF STATE UNIVERSITY

Code of Conduct

Policy 202

Approved: 09/12/2007

CODE OF CONDUCT

The Associated Students of San Francisco State University is a non-profit public benefit corporation and is not organized for the private gain of any person.

The specific purpose of the Associated Students Inc. (ASI) is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinion may be expressed, foster awareness of this opinion in the campus, local, state, national, and international communities; assist in the protection of the rights and interests of the individual student and the student body president; provide services and programs as deemed necessary by the Associated Students Inc. to meet the needs of the student and campus communities; and stimulate the educational, social, physical, and cultural well-being of the University community.

It is the intention of Associated Students Inc. to recognize and foster high standards of performance, service, and professionalism among its elected officers, appointed members, and employees. To this end, we subscribe to the following Code of Conduct.

The ASI elected officers, appointed members, and employees are hereafter referred to as Members.

SECTION 1. Respect for the Mission

Members must be familiar with the general mission, ideals, and goals of Associated Students and imply an agreement with loyalty to ASI by acceptance of their position. Members must actively support and contribute to the mission, goals, and policy formation of ASI. Members must inform appropriate officials of conditions or situations that have the potential of being disruptive or damaging to ASI's mission, personnel, and property.

SECTION 2. Respect for the Law

Members must respect and obey all lawful authority and seek to change laws and regulations that are unfair, inappropriate, or unnecessarily punitive. The AS President must seek the advice of counsel as appropriate. Members must not engage in conduct that involves dishonesty, intentional deception, misrepresentation, or unlawful discrimination. A member must not use his or her office for material gain.

Members must demonstrate concern for and sensitivity to the legal and social codes and moral expectations of their communities. Members must work to address and promote reasonable change within the parameters established by ASI.

Members must seek to stay abreast of changes and developments in the laws that affect Associated Students.

SECTION 3. Respect for Persons

Associated Students seeks to create an environment where all persons are treated equitably and with respect.

Members are expected to be responsive, courteous and prompt in dealing with others, whether with other members, employees of the university, students, or members of the community. Members must maintain high standards of personal conduct and function with integrity and discretion in their personal relationships with other members. Members must be concerned for the welfare of all students and work to provide an environment that encourages personal growth, effectiveness, creativity, and responsible citizenship. Associated Students regards a member's personal behavior towards and interaction with others as a vital part of the duties of their position.

SECTION 4. Respect for Staff

Elected and appointed members have special responsibilities to treat hired staff members fairly and to maintain open and honest communication with them. The responsibilities of the staff are delegated by the Executive Director. As such, other elected and appointed members must respect their workload by going through the Executive Director before making work requests upon the staff.

SECTION 5. Discrimination/ Harassment

Members must treat other persons equitably, irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, relation, marital status, age, or political conviction.

Members must not engage in conduct that amounts to or may be perceived as sexual, racial, or gender-based harassment. Members must not behave towards other persons in a manner that may reasonably be perceived as intimidating, overbearing, or unreasonable.

SECTION 6. Responsibilities and Expectations

Associated Students aims to achieve the highest standards in the conduct of its business, which ultimately serves to advance the interests of the students. All members contribute to the achievement of this aim when they carry out their duties honestly and to the best of their ability. In this regard, members are expected to carry out their duties in a professional, responsible, impartial, and conscientious manner and to be accountable for their official conduct and decisions.

Members should endeavor to maintain and enhance their skills and expertise and keep up to date the knowledge associated with their particular position. High standards of performance are expected.

Executive officers are expected to hold an appropriate number of office hours and meet duties as specified in the Duties and Responsibilities policy. This includes meeting with applicable university and community personnel, as well as regularly reporting on their activities to the Board.

Directors elected into class or college positions must meet with class or college personnel on a regular basis and report back to the board on these meetings.

Directors elected to serve in at-large positions must meet with personnel within their focus on a regular basis and report on these meetings to the Board. At-large directors must further work to provide new services and programs that will benefit the at-large student population, specifically those programs or services within their focus.

All members must keep written reports of meetings and projects on file in the office, and with the LDC for current students and members, as well as for future members and students to review.

Members must not allow outside work or organization membership to interfere with the performance of their Associated Students duties.

SECTION 7. External Activities and Public Comment

Each member is an official representative of ASI and, as such, must at all times during his or her term of office perform the duties of his or her office in the utmost good faith, in such a manner that the member believes to be in the best interest of ASI.

Members are free to engage in party-political, professional, and/or social organizations, provided that participation does not give rise to a conflict of interest or impede the performance of a member's duties. Furthermore, public comment by members in their capacity as private citizens is certainly permitted. Where a member comments publicly, he or she must establish when his or her personal viewpoints are different from official ASI positions.

Recognizing the difficulty of distinction between the official and non-official or personal capacities of a member, a member shall refrain from personal conduct inconsistent with the duties and responsibilities of his or her office.

While attending school-related or ASI sponsored events, members must not consume illegal drugs or excessively consume alcohol. If a member is not of legal drinking age, he or she must refrain from alcohol consumption. Furthermore, rude behavior will not be tolerated at such events. This includes derogatory comments regarding the event, derogatory comments towards other members or participants, violence of any kind, and inappropriate language.

SECTION 8. Making Fair Decisions

When making a decision, or voting on an issue, because the interests of students and the school may be at stake, the principles of procedural fairness must be applied. Specifically, persons affected by the vote deserve to have the decision made without bias and based on considerations relevant only to the matter at hand. Elected and appointed members must at all times acknowledge that they were elected to represent specific constituencies. In representing these constituencies, they must separate their interests as an individual or as a member of another organization in order to better represent the constituency they were elected or appointed by.

SECTION 9. Conflict of Interest

Members shall be expected to conform to appropriate conflict of interest standards as established by the California Education Code (section 89909-89909) at all times. However, such persons shall retain their rights and privileges as students of California State University, San Francisco. Therefore, such persons shall be allowed to maintain membership in a club or organization applying for ASI funding as long as they are fully in compliance with conflict of interest standards, including refraining from voting on the item.

SECTION 10. Office Use

In taking on an ASI position, members accept accountability for the proper use of AS funds, personnel, equipment, and other resources over which they have authority or influence.

Members have a responsibility to ensure that Associated Students' resources are managed effectively. In this regard, material, financial and computerized resources should only be used for ASI purposes. Additionally, equipment, materials and facilities must be treated with appropriate care and secured against theft and misuse in order to ensure that the maximum level of resources are available to discharge Associated Students' functions.

SECTION 11. Violations of this Code

In accordance with the ASI Bylaws, Articles VII Section 1 B, C. The status of any Director who acts in violation of any section of this code will automatically be put to a vote of the Board upon receiving one week prior notice. If two-thirds of the Directors in office vote in the affirmative that the member did, in fact, violate this code, he or she shall be immediately removed from office.