

## **Code of Conduct**

The Associated Students, Inc. of California State University, East Bay (hereinafter “ASI”) is a non-profit public benefit corporation and is not organized for the private gain of any person.

In addition to the California State University, East Bay Student Code of Conduct.

The specific purpose of ASI is to provide a means for responsible and effective participation in 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; provide services and programs as deemed necessary by ASI to meet the needs of the student and campus communities; and stimulate the educational, social, physical, and cultural wellbeing of the University Community.

It is the intention of ASI 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.

For the purposes of this code, ASI elected officers and appointed members are hereafter referred to as Members.

### **Section 1.1 Respects for the Mission:**

Members must be familiar with the general mission, ideals, and goals of ASI and imply an agreement with and loyalty to the 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 for being disruptive or damaging to ASI’s mission, personnel, and property.

[NPC Board Duties CSU v. Spring 2013, Article II]

### **Section 1.2 Respects 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 ASI Board must seek the advice of legal counsel as appropriate. Members must not engage in conduct that involves dishonesty, intentional deception, misrepresentation, or lawful discrimination. A member must not use his or her officer for personal gain. Members must demonstrate concern for the sensitivity to the legal and social codes and moral expectation 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 ASI.

### **Section 1.3 Respects for Persons:**

Approved July 7, 2016

ASI 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. ASI regards members' interactions and personal behavior toward others as vital of the duties of their position.

#### **Section 1.4 Respects 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, as outlined in job descriptions, are delegated by their supervisors. As such, other elected and appointed members must respect that workload by going through the Executive Director before making work requests of the staff.

The method of communication and the working relationship will be determined by the Executive Director in collaboration with the President of ASI and/or the Executive Vice President.

#### **Section 1.5 Discrimination/Harassment:**

Members must treat other persons equitably.

[Refer to Article XV in Bylaws]

[CSU Executive Order 1074]

#### **Section 1.6 Responsibilities and Expectations:**

ASI aims to achieve the highest standards in the conduct of its mission. Members are held responsible for their duties and responsibilities as outlined in the Bylaws.

The specific duties of each Board Member can be found in the Bylaws under Article VI, section 6.

In addition, all Board Members must meet with the Executive Vice President/Chief of Staff on a monthly basis. Also, Board Members must provide quarterly reports to the Board at our B.O.D. meetings.

It is also mandatory that members of the ASI Board of Directors be available to their constituents.

In addition, it is also mandatory that members of the ASI Board of Directors be available to their constituents. The President is expected to serve a minimum of 4 hours per week of scheduled office hours, the Vice Presidents are expected to serve a minimum of 6 hours per week of scheduled office

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hours, the Directors are expected to serve a minimum of 5 hours per week of scheduled office hours, and the Senators are expected to serve a minimum of 4 hours per week of scheduled office hours. Within these parameters at least one hour is required to be spent outdoors tabling. Tabling may be completed during their office hours or at any ASI event that involves tabling. Tabling may be completed for future weeks, for example, if one were to table two hours one week, then it will count for the current week and the next week. You cannot table for prior weeks.

[Each Board Member will sign the Director's Letter of Understanding]

### **Section 1.7 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 a manner such member believes to be in the best interest of ASI and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

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 publically, he or she must establish when his or her personal viewpoints are different from official positions.

Recognizing the difficulty of distinction between the official and nonofficial or personal capacities of a member, a member shall refrain from personal conduct constituent 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 included derogatory comments regarding the event, derogatory comments towards other members of participant's, violence of any kind, and inappropriate language.

\*This applies to social media as well.

### **Section 1.9 Making Fair Decisions:**

When making a decision, or voting on an issue, because the interest 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, they must separate their interests as an individual or as a member of another organization in order to better represent their office.

[NPC Board Duties CSU v. Spring 2013, Article II Section A]

### **Section 1.9 Conflict of Interest:**

Members shall be expected to conform to appropriate conflict of interest standards as established by the California Education Code (section 89909) at all times. However, such persons shall retain their rights and privileges as students of California State University, East Bay. 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 items that pertains to other outside interests.

Officials must not ask for or encourage the giving of any form of gift or benefit in connection to the performance of their duties. Receipt of gifts can be perceived as an inducement to act in a particular way, thus creating a real or apparent conflict of interest. However, a member may, of course, give or accept the occasional gift of nominal value that is offered in accordance with social or cultural practices.

If a conflict of interest arises, that member affected should abstain in order to remain neutral.

Relationships between any Board of Directors must be reported to Human Resources, in which they will fill out a form.

### **Section 1.10 Office Use:**

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

Members have a responsibility to ensure that ASI's resources are managed effectively. In this regard, material, financial, and computerized resourced should only be used towards the furthering of the goals of ASI.

When working in the ASI office, members take on the responsibility that all information conveyed to students, employers, employees, colleagues, and the public is accurate, timely, objective, and is reasonable context.

[Each member will sign the Office Use Agreement Information for ASI Board Members]

### **Section 1.11 Violation of this Code:**

If a member violated this Code of Conduct Policy, the personnel committee will impose sanctions and can recommend dismissal from the ASI Board of Directors as outlined in the Bylaws.

1st Violation - Written Warning from the Personnel Committee.

2nd Violation - Documentation of incident and a 50% reduction in stipend in the following month the documentation, and a meeting with ASI President (or Designee), Executive Director and University President's Designee.



**ASSOCIATED STUDENTS, INC.**  
**CAL STATE EAST BAY**

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**3rd Violation - Dismissal from the Board of Directors with a 2/3 majority vote or other sanctions as prescribed by the board.**

Any appeals will go to the Board of Directors. The defendant has the right to explain their part of the situation and after they have explained themselves, they shall be asked to leave the room for the decision-making. They will have a 72-hour time period for an appeal and must notify the chair of the BOD within those 72 hours.

Any Violation of the CSUEB Student Code of Conduct can lead to ineligibility to serve.

This Code of Conduct will be reviewed annually, and revisions will be made by the Personnel Committee with suggestions from the Board of Directors.

This code of conduct will take into effect immediately and any strikes already given will be carried over for the 2016-2017 year.

I have thoroughly read the Code of Conduct for ASI Members.

\_\_\_\_\_  
Print Name (Board Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Executive Vice President & Chief-of-Staff

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved July 7, 2016



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