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## CODE OF CONDUCT FOR ELECTED + APPOINTED OFFICIALS

Policy No. 4.6

Type of Policy: Governance

Effective Date: February 2019

Last Revised: April 2017

### 1. Policy Intent

Individuals in elected and appointed positions are required to carry out their responsibilities in a manner which reflects the unbiased representation of the AUArts student community.

### 2. Policy Statement

#### 2.1 Conduct

- Representatives are expected to serve the best interests of students
- Representatives shall use honesty and integrity in all meetings and business of the Association
- Representatives shall maintain in confidence any confidential information revealed to them in their capacity as elected or appointed representatives of the Association
- Representatives shall comply with all Students' Association Bylaws, Policies and Procedures
- Representatives who resign their position during their elected or appointed term must provide written notice of resignation to the Executive Committee
- Any breach of this code may result in disciplinary action from the SLC, including dismissal

#### 2.2 Statement of Ethics

All elected and appointed representatives of the SA shall adhere to the Code of Conduct and Statement of Ethics as outlined below. By adhering to this statement the representative agrees to:

- Be willing and eager to work collaboratively with team members to accomplish goals while also respecting and adhering to the boundaries of roles and responsibilities between the EC, SLC, Staff, and volunteers
- Foster the highest possible standard of professional competence both personally and among those for whom they are responsible. This conduct includes, but is not limited to:
  - Using professional language which shall not be passive aggressive, manipulative, misleading, aggressive or disingenuous when acting as a public representative of the Association such as in presentations, meetings, and online



- Personal attire should not be disruptive or conflicting with the core values of the SA and should reflect the member's personal best when acting on behalf of and representing the Association
- Communicating on behalf of the Association during operating hours (9-5) unless a situation requires immediate attention such is the case in certain emergencies and urgent circumstances
- Conduct themselves with personal and professional integrity in relationships and settings which affect the reputation, morale, abilities, and capacity of the Association. Failing to comply with this conduct includes but is not limited to:
  - Not maintaining the hygiene and organization of shared office spaces
  - Not giving full attention during meetings, presentations, conversations
  - Working on projects not related to the discussion at hand unless previously receiving permission to do so
  - Failing to follow through on the completion of tasks, projects, and deadlines that were agreed upon without communication on the progress of said tasks
  - Not respecting the time of the team by failing to adhere to the communicated office schedule and deadlines
  - Being unprepared for meetings, which includes:
    - Preparing agendas
    - Circulating meeting materials
    - Reading minutes
    - Preparing notes for discussion
    - Gathering research
- Maintaining business relationships with honesty, integrity, respect, impartiality, and propriety that cannot be reasonably questioned
- Be held accountable for the impact of their actions and behaviors on the Association
- Present information which, in the best judgment of the member, is current, valid and true in all respects
- Not engage in sexual relations with other staff and/or elected and appointed representatives in such a way that the offending person abuses a position of trust, power and/or authority
- Strive for personal conduct that is free from threats, violence, drugs, harassment and discrimination
- Not use Association property for personal purposes unless authorized in advance by the Supervisor
- Not engage in, promote, or condone any illegal activities



### 3. Scope

This policy applies to all elected and appointed representatives.

### 4. Definitions

<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>Executive Representative</b>	Refers to an elected member of the Executive Committee
<b>Other Representatives</b>	Refers to any of the following positions: SLC, Neutral Facilitator, Chief Returning Officer, Board of Governors student member, General Faculties Council student member, committee members at large
<b>SLC</b>	Refers to the Student Leadership Council
<b>University</b>	Refers to the Alberta University of the Arts

### 5. Forms and Documents

Title	Link
Code of Conduct and Conflict of Interest	
Elected/Appointed Contract	
SLC Representative Position Description	
Executive Committee Job Descriptions	

### 6. Responsibilities

#### 6.1. Executive Director

The major responsibilities of this position are to prepare any required documents as related to this policy, to ensure that all representatives understand the outlined contents, and to comply with all regulations as set out in the policy.

#### 6.2. Representative

The major responsibilities of this position are to comply with all regulations as set out in the policy.



## 7. Enforcement

- Failure to comply with the aforementioned regulations may result in disciplinary action, up to and including removal or dismissal from the position
- A breach of the Code that is considered a serious offence, such as fraud, theft or an act of violence, shall result in immediate dismissal and be reported to the appropriate authorities
- Should a member fail to adhere to the statement of ethics, they will be found in violation of the AUArts SA Code of Conduct and are subject to disciplinary action

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2017-04-28	Student Leadership Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted