

CODE OF ETHICS

Preamble

The Associated Students (AS.) is a nonprofit public benefit corporation duly organized and operated under the laws of the State of California. The AS. is a student body organization and a campus auxiliary organization formed pursuant to California Education Code Section 89300 et seq. and 89900 et seq., respectively. The objectives of the AS. include: 1) to provide for student self-government of the University; 2) to provide essential activities closely related to but not normally included as part of the regular instructional programs at the University; 3) to promote the educational effectiveness, academic excellence, and general welfare of the University; 4) to provide fiscal means and the management procedures that allow the University to carry on activities providing those instructional and service aids not normally furnished by the state budget; 5) to provide effective operation and to eliminate the undue difficulty which would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls; and 6) to provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities of the University in accordance with sound business practice.

It is the intention of the AS. to recognize and foster high standards of performance, service, and professionalism among its employees, elected officers, and volunteers. To this end, we subscribe to the following Code of Ethics.

Code of Ethics

- A. The AS. managers, career employees, elected officers, and volunteers are hereafter referred to as Members
1. The Mission of the AS.
Members are familiar with the general mission, ideals, and goals of the AS. and imply an agreement with and loyalty to the AS. by acceptance of employment.
 - a. Members actively support and contribute to the mission, goals, and policy formation of the AS.
 - b. Members apprise appropriate officials of conditions or situations that have the potential of being disruptive or damaging to the AS.'s mission, personnel, and property.
 2. Equal Consideration, Non-Discrimination
Members are committed to a fair and equitable administration of institutional policies with regard to students, employees, and other patrons/users of programs, services, and facilities. Members endorse policies that do not discriminate on the basis of race, national origin, sex, sexual preference, religion, age, or handicap, and they work actively to eliminate discriminatory practices when encountered.
 3. Accuracy of Information
Members insure that all information conveyed to students, employers, employees, supervisors, colleagues, and the public is accurate, timely, objective, and in reasonable context.
 4. Responsibility
Members accept without hesitation responsibility for their own actions.
 5. Management of the AS. Resources
Members accept accountability for the proper use of AS. funds, personnel, equipment, and other resources over which they have authority or influence.
 6. Legal Authority and Social Codes
Members respect and obey all lawful authority and seek to change laws and regulations that are unfair, inappropriate, or unnecessarily punitive. Members seek the advice of counsel as appropriate. Members do not engage in conduct that involves dishonesty, intentional deception, misrepresentation, or unlawful discrimination.

- a. Members demonstrate concern for and sensitivity to the legal and social codes and moral expectations of their communities. Members work to address and promote reasonable change within the parameters established by the AS. Members recognize that the attainment of change may involve risk and that violations or challenges of accepted moral and legal standards have the potential of involving their students, employees, and colleagues in damaging personal conflicts and/or drawing into question their own reputations, the integrity of the profession, and the reputation of the AS.
 - b. Members seek to stay abreast of changes and developments in the laws that affect auxiliary corporations.
 - c. Members effectively share information about relevant civil and criminal law with colleagues, employees, students, and patrons.
7. Conflicts of Interest
Members acknowledge that their first obligation is to the AS., and do not engage in private interests, obligations, and transactions that are in conflict of interest or that give the appearance of impropriety.
- a. Members accurately identify those statements and actions that represent their own personal views and those that represent the AS. when important to do so.
 - b. Members decline offers of personal gifts or gratuities from vendors or outside agencies seeking to establish or continue business relationships with the employing institution.
8. Contracting with Outside Agents
Members clearly define the nature and extent of their authority in the manner of contracting for the AS. with vendors and providers of programs and services.
9. Limitations of Professional Competencies
Members accurately portray the nature and extent of their professional competencies when assisting students, employees, or others.
10. Professional Development
Members recognize their obligation to enhance their personal and professional growth by participating in the meetings and affairs of professional organizations, by sharing ideas and information with colleagues, and by continuing to seek new knowledge and improve skills.
11. Relationships with Members
Members maintain high standards of personal conduct and function with integrity and discretion in their personal relationships with other members.
- B. Employment, Hiring Practices, Personnel Evaluations, and Work Environment
1. Affirmative Action
Members adhere to the spirit and intent of equal opportunity and affirmative action laws in all employment practices.
 2. Hiring Practices
Members publicly support fair employment practices by widely advertising staff vacancies, selection criteria and procedures, and deadlines in keeping with established legal guidelines, and by providing clear and accurate descriptions of job responsibilities.
 3. Employment Contracts
Members, who are contractual employees, are committed to the ethics of employment contracts. Members begin the obligations of a new employment contract only after the terms of the contract with their former employer have been fulfilled.
 4. Accurate Portrayal of Credentials
Members accurately represent their professional credentials and competencies and correct any misrepresentations of their qualifications by others.

5. References
Members provide accurate information concerning a candidate's relevant strengths and limitations when giving either an official recommendation or an informal evaluation.
6. Evaluation of Human Resources
Members participate in and assume responsibility for a regular and formal evaluation process of those under their jurisdiction or supervision, communicate such evaluations in a timely fashion, and recommend appropriate actions to enhance professional development and improve job performance. Members seek regular evaluations of their own job performance and professional development from colleagues, supervisors, and clientele.
7. Confidentiality
Members demonstrate respect for the confidential nature of educational professional records. They disclose such information only in accordance with the law and with proper authorization. Furthermore, members consistently exercise careful and personal discrimination in all matters of a confidential nature beyond any requirements of the law.
8. Work Environment
Members are committed to maintaining a work environment free of unnecessary disruptions and personal or sexual harassment.

C. Members Relationships

1. Students as Individuals
Members view the role of the AS. as part of the educational process of the institution. Members recognize that they assume a variety of roles in their relationships with students as administrators, teachers, employers, role models, advisors, friends, collaborators, fellow students, and supervisors.
 - a. Members view each student as a unique individual with dignity and worth and with the ability to be self-directed.
 - b. Members are concerned for the welfare of all students and work to provide and environment which encourages personal growth, effectiveness, creativity, and responsible citizenship.
 - c. Members respect the rights of students and promote responsible behavior.
 - d. Members respect the privacy of students and hold in confidence personal information obtained in the course of the staff/student relationship.
2. Multi-Culturalism
Members recognize the educational and cultural advantages of multi-culturalism and encourage diversity in programs and organizational memberships.
3. Research Methods
Members are aware of and take responsibility for all pertinent ethical principles and institutional requirements when planning any research activity dealing with human subjects. (Reference: Ethical Principles in the Conduct of Research with Human Participants. Washington, D.C: American Psychological Association, 1981)

RULES OF OFFICIAL CONDUCT
(Addendum to the AS. Code of Ethics Adopted in April 1989)

Cannon 1: Each member is an official representative of the AS. and as such must at all times during his or her term of office perform the duties of his/her office in the utmost good faith, in a manner such member believes to be in the best interests of the AS. and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

Ethical Rule (ER) 1-1: 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.

- (a) A member shall not legally obligate the AS. or directly or indirectly utilize AS. resources without express authorization to do so.
- (b) A member shall not use his or her office for material gain.
- (c) A member shall establish when his or her personal viewpoints are different from official AS. positions when making public statements.
- (d) A member shall immediately, upon his or her gaining knowledge of any such matter, call to the attention of the proper board, committee or subcommittee of the AS., and shall confer and consult with the members or designated member of such board, committee or subcommittee on, all matters which directly or indirectly involve or affect the AS.
- (e) AS. Government Affairs Committee states that public participation by an AS. Government representative in another AS. Officer's area of primary responsibility described by AS. policy, legislation and codes, must first inform in writing or by oral communication the responsible officer as to his or her overall intent and purpose in order to execute the proper procedures and processes that must be observed.
- (f) Before a past or present AS. Government policy or political position is publicly expressed by an AS. Government representative, the policy in question must first be brought before the AS. Government Affairs Committee for review and approval.

Ethical Rule (ER) 1-2: A member shall be cognizant of possible official impropriety.

Addendum Approved: 12-12-90