Preamble

This Code of Conduct provides a codified set of expectations for those individuals who serve as an active member within the Student Government Association. All members of the Student Government Association are held to the Student Code of Conduct as set forth in the Student Handbook of the University of North Texas. However, being an active member of the Student Government Association is both a privilege and a responsibility and as such, we are held to a higher standard. The expectations for active members includes fair and ethical behavior, and full accountability to the Undergraduate Student Body of the University of North Texas.

Article I – Purpose

Section 1: Purpose of the Code of Conduct
   A) To establish a standard of conduct for active members in all branches of The Student Government Association.
   B) Adherence to this code of conduct will result in an effective, efficient and respected Student Government Association.
   C) This code will provide a guidance for active members when engaging with students, faculty, and the administration or in any capacity where they will be representing the undergraduate students of University of North Texas.
   D) This Code of Conduct for active members of the Student Government Association will instill trust and confidence its constituents.
   E) All active members of The Student Government Association will hold themselves accountable to the Code of Conduct.

Article II – Expectations

Section 1: Duty of Office
   A) Active members shall be committed to help the Undergraduate students reach their full potential in order to build a better future for the University of North Texas.
B) Active members are compelled by their duty of office to act in the best interest of the Undergraduate Student Government Association by representing the needs of the Undergraduate Student Body.

C) Active members will be required to execute their given tasks, projects, and commitments in a diligent manner.

D) Active members have the obligation to remain current on undergraduate student issues and attempt to remedy campus problems and controversies.

E) All active members will seek to involve the appropriate students and university administrators, faculty, and staff in policy-making decisions.

F) Active members must hold each other accountable, because their actions reflect on the University of North Texas as a whole.

G) In an effort to ensure stewardship of the public trust, a primary concern of Officials shall work for the common good of the Student Body.

H) Active members accept the obligation to disclose knowledge of a violation or potential violation of adherence to the governing documents to the appropriate party.

Section 2: Behavioral Expectations in Senate and SGA Meetings

A) All active members will adhere to proper meeting procedure regarding speaking privileges as outlined by Robert’s Rules of Order.

B) If the Speaker or Sergeant at Arms feel that a discussion topic is a personal attack at other members, the active members involved are subject to removal from the Senate meeting by the Sergeant at Arms.

C) All present members will listen courteously and attentively to all public discussions held on the Senate floor, and focus on resolving the affairs of the Undergraduate Student Body in an efficient manner.

D) All active members will respect the confidentiality of information concerning the property, personnel, or affairs of the Student Body of the University of North Texas.

E) Active members must attend all meetings of the Undergraduate Student Government Association in business casual, unless otherwise stated by the Speaker of the Senate.

Section 3: Public Expectations of Active Members

A) Senators shall oppose all forms of discrimination, harassment, and the unfair treatment of any person(s), claim(s), and transaction(s) placed before the Student Senate, Executive Committee, the Student Supreme Court, or any boards, committees, or commissions.

B) Active members must represent themselves in a manner consistent with the values translated in this document on all social media platforms.

Section 4: Other Responsibilities

Office Hours

- Per bylaws, it is required that each senator conducts one office hour per week.
  - Procedure:
    - Sign in (binder on cabinet on the right, when you first enter the office)
      - Must get an executive board member to sign and verify that you did your hour
• If tabling, photo verification is required. (See “Verification process for details”)
  ▪ *Discovery Park Office hour procedure: Must get signature verification from Sergio Renovato and/or tabling request form must be submitted and signed in G140
  ▪ NO HOMEWORK during office hour
  ▪ Tabling is an option for office hours.
• **REQUIRED:** Must table at least 3x per semester (one per month)
• Must clear with Union Scheduling in order to gain permissions to table.
  ▪ Senators are individually responsible for scheduling and making sure all materials are returned in proper condition.
  ▪ Must get Tabling form from Org Space front desk, take it to 4th floor to Donna Richie in Event Planning & Scheduling Services, get the proper signatures and wait for approval.
    ▪ Must submit 3-5 days in advance
    ▪ When you get your proposed tabling dates approved, email those dates to the SGA email at sga@unt.edu.
  ▪ Senators can combine office hours for the week and table together.
    ▪ Verification must be submitted for confirmation of office hour.
  ▪ 3 missed office hours = 1 absence
• Verification process
  ▪ If you wish to table, you must send a photo with a timestamp of you tabling to the SGA email at sga@unt.edu, titled “Office Hour – Tabling”
  ▪ Check out system for SGA related materials such as tablecloth, etc.
    ▪ Can check out table cloth and info cards.
      ▪ If checking out tablecloth, you must indicate it on the sign in form, and return it to the SGA office by the end of your hour, as other senators may need it for theirs.

**Absences**
  ▪ 3 absences per semester
    ▪ 3 Tardis = absences
      ▪ 15 min after start of meeting is considered tardy.
      ▪ Must be in meeting from 5:30-7:30 to be considered present
  ▪ Regulated by Speaker of the Senate, Lisa Umeh, using University Standards

**Attire**
  ▪ Attire for office hours and tabling
    ▪ Green SGA Polo and nametag
Article III – Code of Ethics

Section 1: Ethical Responsibilities of an SGA active member
A) No Student Government Association active member shall knowingly misrepresent the truth while acting in their capacity as an appointed or Elected member of the Student Government Association at the University of North Texas.
B) No Student Government Association active member shall bestow favors, make undue use of influence or powers of office, or offer special consideration of any kind in exchange for anything of value.
C) No Student Government Association active member shall misuse, mismanage, or misappropriate their position, equipment, facilities, or funds of the Student Government Association.
D) Each Student Government Association active member must be able to give a thorough account of all funds allocated and spent, and an inventory of all goods and services received.
E) Each Student Government Association active member must make a reasonable attempt to fulfill their responsibilities to the best of their ability.
F) Each Student Government Association active member must discharge their duties in good faith.
G) Each Student Government Association active member shall vote with their constituents in mind.
H) Each Student Government Association active member must represent both Student Government Association and the University of North Texas in a dignified manner.
I) Each Student Government Association active member, while acting in an official capacity, shall represent the Undergraduate Student Body by maintaining a professional demeanor.

Article IV – Code of Conduct Violations

Section 1: Provisions for Alleging a Violation
A) Any violation of any portion of this document is grounds for referral as stated in the University of North Texas’ Student Government Association Constitution.
B) Any member of Student Government Association is qualified to bring forth an allegation of misconduct against a member of Senate during Special Orders of any regular University of North Texas Student Government Association meeting.
C) Any allegation of misconduct must be brought forward in the form of a Code of Conduct referral. The Code of Conduct referral must include:
   a. An excerpt from the Code of Conduct that the accused has allegedly violated.
   b. A sworn statement from the member of University of North Texas
Student Government Association bringing the allegation forward.

c. Additional information supporting the allegation. Additional information may include but are not limited to:
   i. Original photograph(s)
   ii. Unedited Video
   iii. E-mail(s)
   iv. Any certification of violation of the University of North Texas Student Handbook by the Dean of Students

d. The Signatures of the leaders of two of the three branches of the University of North Texas Student Government Association: The University of North Texas Student Government Association Student Body President signature, the Speaker of the Senate’s signature, and the Chief Justice of the Supreme Court’s signature.
   i. The Speaker of the Senate is to only sign as the representative of the Senate—functioning in the capacity of Speaker of the Senate.

e. The signature of the University of North Texas Student Government Association Advisor.
   i. These signatures must be rendered if the referral is a legitimate allegation, and meets all above stated requirements for a referral.

Section 2: Reprimand Procedures

A) The accusations will be presented in an Official Code of Conduct Referral, which must be presented before the University of North Texas Student Government Association in an executive session (excluding summer sessions). The presiding officer will be charged with the duty of presenting the Referral during the special orders of business. The rights for members to make inquiries regarding the accusation will be suspended for the entirety of this particular special order of business.

B) The Senate will vote on whether or not to send the referral to an official hearing. The vote must pass with a simple majority for the referral to move to the Supreme Court for trial.

C) The Supreme Court Justice will have 48 hours to set up an official hearing. The hearing must take place within a week of the referral being brought to the floor of a University of North Texas Student Government Student Association meeting.

D) The member accused of the Code of Conduct violation must be present during the scheduled Supreme Court hearing. If the party is not present at this hearing, the Supreme Court has grounds for expulsion.

E) After the hearing is held the Supreme Court must impartially come to a verdict determining whether the accused is in violation of the Code of Conduct.
   a. If the accused Legislative member is deemed guilty of the infraction, the Supreme Court will decide upon the degree of severity for the violation.
   b. Once the Supreme Court has determined a degree of severity, it must be

F) The Supreme Court will have 24 hours after the hearing to inform the accused of the rendered verdict and inform them of the appeal process.
G) The accused must file for an appeal 24 hours before the next University of North Texas Student Government Association regular meeting.

Article VI – Amendments

A) This document may be amended in the form of striking out and inserting.
B) The Senate may amend this document by a simple two thirds majority vote of their own body.