Preamble

This Code of Conduct provides a codified set of expectations for those individuals who serve as Senators within the Student Government Association. All Senators of the Student Government Association are held to the Student Code of Conduct as outlined in the Student Handbook of the University of North Texas. However, serving as a Senator comes with serious responsibilities and a high standard of conduct. The expectations for Senators include 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 Senators in the Student Government Association.
B) Adherence to this code of conduct will result in an effective, efficient, and respected Senate of the Student Government Association.
C) This code will provide guidance for Senators when engaging with students, faculty, and the administration, or in any capacity where they will be representing the undergraduate students at the University of North Texas.
D) This Code of Conduct for Senators of the Student Government Association will instill trust and confidence in its constituents.
E) All Senators of the Student Government Association will hold themselves accountable to the Code of Conduct.

Article II – Expectations

Section 1: Duty of Office

A) Senators shall be committed to helping their constituencies reach their full potential to build a better future for the University of North Texas.
B) Senators are compelled by their duty of office to act in the best interest of their constituencies through active representation and communication between the constituency, their respective Deans, and UNT Administration.
C) Senators have an obligation to remain current on undergraduate student issues and attempt to remedy campus problems and controversies.
D) Senators must hold each other, and others in the SGA, accountable to ensure the fair and appropriate representation of the Student Body’s interests.
E) To ensure stewardship of the public trust, a primary concern of Senators shall be to work for the common good of the Student Body.
F) Senators 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 Internal Committee Meetings

A) All Senators will adhere to proper meeting procedures 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 towards other members, the Senators involved are subject to removal from the Senate meeting by the Sergeant at Arms. This decision can be appealed to the Senate for a vote on whether the member should be removed.
   a. Should the removal of a Senator result in a lack of quorum, the meeting will either be recessed until another Senator can join, or the meeting shall be adjourned.

C) All present Senators 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 efficiently.

D) All Senators will respect the confidentiality of sensitive information relating to the affairs of the Student Government Association and its constituency.

Section 3: Public Expectations of Senators

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, the Student Supreme Court, the Executive Branch, or any boards, committees, and commissions.

Section 4: Office Hour Requirements and Procedures

A) Senators are required to complete at least two sessions of office hours or tabling a month.

B) Each session shall be at least an hour long.
   a. The sessions will not occur within the same calendar week.
   b. The sessions will be on a school day, as determined by the University.

C) The procedure and requirements for completing office hour or tabling requirements are as follows:
   1. Sign in through any reasonable means set by the Speaker of the Senate.
   2. Receive verification of office hour completion by a paid Executive Officer or any Senate Officer.
      i. The verifier of the office hours must be in the same general vicinity as the Senate completing the office hour.
      ii. Senators doing office hours at Discovery Park may have their office hours verified by UNT Staff located at Discovery Park which has been approved by the Speaker of the Senate.
      iii. Senators doing office hours at Frisco Campus may have their office hours verified by UNT Staff located at Frisco Campus which have been approved by the Speaker of the Senate.
      iv. A Senate officer cannot sign off on their own office hour.
3. If tabling, photo verification must be sent to the Speaker of the Senate after tabling.
4. The office hour must be dedicated to the business of the Student Government Association, to include advocacy, and the Senator must make themselves available to the Student Body for communication with constituents.
5. Senators must go through the proper procedure as set by UNT for tabling.
6. Questions regarding tabling documentation shall be directed to the Speaker of the Senate.
7. Senators are responsible for scheduling office hours and making adjustments as needed.
8. Senators shall be allowed to check out marketing materials from the SGA Executive Branch for tabling purposes only, so long as one (1) week notice is given to the proper Executive Branch officials and there is availability to check out such materials. Materials must be returned promptly after the tabling is completed.

Section 5: Absence Policy

A) Senators shall be afforded three (3) unexcused absences per semester.
   a. The Speaker of the Senate or the Officers of the Senate with an absolute two-third (2/3) are authorized to excuse an absence.
   b. The Speaker of the Senate or the Officers of the Senate may justify any absence if there is good reason to do so, which would nullify the absence in a Senator’s total absence count.
   c. All absences and justifications for excused absences must be physically recorded and made available to all members of the SGA upon request. While sensitive information, as determined by the Speaker of the Senate, maybe excluded, general reasoning must be recorded.
B) Senators shall not be late to Senate meetings. Late attendance shall equal 1/3 of an absence.
   a. Arriving fifteen (15) minutes after the start of the Senate meeting is considered late.
C) Failure to attend an office hour equals one (1) absence.
D) Should a Senator reach a number greater than three (3) absences, this shall constitute just cause for the removal of a Senator from the Senate by the Speaker.

Section 6: Attire

A) The SGA Polo and appropriate bottoms (i.e., brown slacks, jeans) shall be the official attire for Senate meetings, office hours, and tabling.
B) The SGA Polo may be substituted for a suitable top if required.
C) Failure to abide by this section cannot constitute just cause for removal of a Senator from a meeting or the Senate as a whole.

Article III – Code of Ethics

Section 1: Ethical Responsibilities of an SGA Senator

A) No Senator shall knowingly misrepresent the truth while acting in their official capacity as a representative of a constituency.
B) No Student Government Association Senators 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 Senator shall misuse, mismanage, or misappropriate their position, equipment, facilities, or funds of the Student Government Association.

D) Each Student Government Association Senator must make a reasonable attempt to fulfill their responsibilities to the best of their ability.

E) Each Student Government Association Senator must discharge their duties in good faith.

F) Each Student Government Association Senator shall vote on behalf of their constituencies with no other influence.

G) Each Student Government Association Senator must represent their constituencies in a dignified manner.

H) Each Student Government Association Senator 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 the Student Government Association is qualified to bring forth an allegation of misconduct against a Senator during any Senate meeting so long as the referral is sponsored by either a sitting Senator who is not the Senator in question, or the President of the SGA.

a. Once an allegation has been brought, the allegation must be considered by the Senate in a closed session. Once the matter has been considered and action has been proposed, the action must be voted upon in an open session of the Senate.

b. The approval of any corrective or punitive action must require an absolute two-thirds (2/3) of the Student Senate.

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 the 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)

D) The Code of Conduct referral must be compiled in a document and submitted to the Speaker of the Senate before midnight on the Sunday before the Senate meeting in which the referral is to be considered.

E) An emergency referral can be made only if the matter is serious enough to warrant immediate attention or if there is a time restraint on the referral. An emergency referral can be introduced in the Senate without prior notice given to the Speaker.
F) Any action taken by the Senate regarding reprimands or removal of elected officials may be appealed to the Supreme Court for review and further action.

**Article V – Amendments**

**Section 1: Amending this Document**

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 (2/3) majority vote of their own body.
   a. The Speaker of Senate may introduce amendments that may be considered by the Student Senate.
C) Grammatical, typographical, and like errors may be corrected and additional alterations and omissions, not affecting the construction or meaning of the Senate Code of Conduct may be freely made.
D) The Speaker of the Senate shall be charged with keeping a copy of the most updated version of the Senate Code of Conduct. This copy must be accessible to all members of the SGA.
E) This document shall not be amended to cause harm or damage to any specific party or any member of the Student Government Association at the University of North Texas.

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