



Code of Conduct of the UNT SGA Senate

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.

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 V – the SGA Senate Point System

Section 1: Purpose

- A) The point system will function as a method to track and acknowledge senators who volunteer their time and efforts.

Section 2: Structure

- A) Points will be awarded to senators as recognition of volunteering their time.
- B) Senators must communicate their actions and efforts through the appropriate means of communication (card swipes or email) in order to earn points.
- C) Points will be tracked on a weekly basis and will be available on request in the SGA office.

Section 3: Points for Recognition

- A) Attendance and Attire
 - a. Meetings
 - i. 5 points - Physical Presence
 - ii. 2.5 points - Communicated Absence
 - iii. 0 points - Absence
 - b. Attire
 - i. 5 points - Business Casual
 - ii. 0 points - Casual
- B) Accessibility to the Undergraduate Student Body
 - a. Office hours
 - i. 10 points - For complete hour shifts
 - b. Tabling (1 Hour Minimum)
 - i. 25 points - Organizing and Attending
 - ii. 20 points - Attending
- C) Collaboration with Administration
 - a. Auxiliary Meetings (meetings with deans or other members of administration)
 - i. 15 points - Meetings with Faculty/Administration
- D) Additional participation
 - a. Committees
 - i. 5 points - Per 30 minute interval (Round to the nearest 30 minute interval)
 - b. Helping the Executive Staff
 - i. 5 Points - Assisting with a specific task
 - ii. Additional points up to the discretion of the officer (as approved by the Speaker of the Senate)
- E) Events
 - a. Organizing events
 - i. 50 points - Developing an event idea and following through on the execution(events not already headed by Director of Student Affairs)

- b. Participation
 - i. 10 points - Assisting in the execution of SGA events
- F) Legislation
 - a. Any legislation that is placed on an agenda for any SGA meeting
 - i. 20 points - Internal
 - ii. 40 points - External

Section 4: Rewards

- A) Those who achieve a collective 200 points will receive \$20 in flex credited to their student account.

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.