



ASG Code of Ethics & Conflict of Interest

Policy

Policy Purpose

As a student government, our Code of Ethics and Conflict of Interest is set up in such a way to ensure that Associated Student Government (ASG) creates an environment that fosters free speech and the exchange of ideas, while at the same time guarantees that all individuals and/or group are heard and treated both fairly and equally. This policy further ensures that we as a student government will never let our personal biases interfere with the work that the students have trusted us to do. All student government officers and members are required to read and follow the Code of Ethics and Conflict of Interest.

Article I: Code of Ethics

Section 1. Definitions

Officer: Any candidate for office, elected or appointed officer/member, or other individual affiliated with the ASG in such a way as to have official or unofficial duties as part of the normal and ordinary course of business.

Section 2. Respect

Officers must work effectively with colleagues, students, and the campus community by:

1. Sharing ideas in a constructive and positive manner,
2. Listening to and objectively considering ideas and suggestions from others,
3. Keeping commitments,
4. Keeping others informed of problems and issues,
5. Constructively find mutually acceptable and practical solutions,
6. Addressing others by name, title or other respectful identifier,
7. Acknowledge officers' contributions,

8. Provide constructive criticism when appropriate,
9. Responding to related emails in a timely manner, and
10. Respecting the diversity of our work in actions, words, and deeds.

Officers must be able to work effectively within a complex organizational setting and a multicultural campus environment. Officers must be able to establish and maintain effective, cooperative, and harmonious relationships with colleagues, students, staff, faculty, administrators, alumni, and the general public. No officer shall engage in practices which contribute to a learning environment that is hostile, intimidating, or offensive.

Section 3. Unethical Influence

1. No Officer shall knowingly use their position in the ASG to solicit any gift or normally unattainable advantage from any individual.
 - A. Nor shall any Officer receive anything with the intention or perception that said advantage would influence that or any Official to use their vote, legislative efforts, programming, actions, or any of their elected or appointed capacities in ways which they would not normally or routinely be used.
2. No Officer shall use their situational or constitutionally provided power or influence to force or coerce other officers to act against their will, by engaging in such Extortion or Blackmail.

Article II: Conflict of Interest

Section 1. Purpose

This policy is in effect in order to set guidelines that address the concerns surrounding possible conflicts, and to prevent conflicts from hindering the participation of students in the governance process, Associated Student Government (ASG) has looked to the California Education Code and the Coast Community College District (CCCD) Board of Trustee Policies and Procedures for guidance. The result is a policy that seeks to defuse conflicts, so that students can access their activities within ASG and with other organizations and entities.

It is not the intent of this policy to regulate or eliminate all conflicts, but rather to enable students to recognize situations that may be subject to question and ensure that such situations are properly disclosed and, if necessary, reviewed and resolved. Thus, an integral part of the policy is a disclosure mechanism whereby students regularly review their roles and activities at the College, in the district, and community, with their responsibilities to ASG clearly in mind.

Section 2. Disclosure

Members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided annually.

Section 3. Covered Person

This policy applies to ASG officers and professional staff. Each Covered Person shall be required to acknowledge, not less than annually, that he or she has read and is in compliance with this policy.

Section 4. Covered Transaction

This policy applies to transactions between the ASG and a Covered Person, or between the ASG and another party with which a Covered Person has a relationship. A Covered Person is considered to have a relationship with another party if: a) the other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law, or domestic partner; b) the other party is an entity in which the Covered Person has a material financial interest. This includes entities in which the Covered Person and all individuals or entities having significant relationships with the Covered Person own, in the aggregate, more than 10 percent; or c) the Covered Person is an officer, director, trustee, partner, member, or employee of the other party. A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of a Covered Person may be seen as competing or at odds with the interests of ASG.

Section 5. Abstention from Discussion and Voting

Members who have an actual, potential, or perceived conflict of interest shall not vote on matters affecting ASG transactions.

Section 6. Time of Disclosure

All potential conflicts must be disclosed when they occur so that members who are voting on a decision are aware that another member's interests are being affected.

Section 7. Compliance

Members who fail to comply with the Conflict of Interest policy shall be charged with an allegation of conflict of interest and be subjected to Student Code of Conduct proceedings. Consequence may include removal from office. This Conflict of Interest policy was developed based on a review of conflict of interest policies for student governing bodies and in alignment with CCCD AP 2710 Conflict of Interest Board Members.

Section 8. Elections and other Political Activity

1. During any election period, no officer can be able to:
 - A. Solicit votes,
 - B. Form coalitions,

- C. Obtain donations,
- D. Manipulate the elections and/or election outcomes.