

Code of Conduct

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS'
ASSOCIATION

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Purpose

The Association Code of Conduct promotes the object and the vision of FASA. It acts as a tool to protect each individual within the Association and the Association itself by defining and clarifying personal conduct and establishing clear expectations for all members.

By providing a safe, fair, and efficient method to approach any situation that may be negatively affecting the reputation or operation of the organization, the Code of Conduct strives to promote an environment of equality, diversity, respect for self, others, and our community at large. An engaged membership role (i.e., committee membership or volunteering) with FASA as defined in the Association Bylaw requires leadership skills, self awareness, and professionalism.

Scope

This Code of Conduct applies to all members of the Association, as defined in the Association Bylaw, at any time in which the Association is being represented formally or informally.

This Code of Conduct does not supersede any Students' Union or University of Calgary policies. In the event of a discrepancy between this Code of Conduct and one provided by the Students' Union or the University, those shall supersede this document. In addition to this Code of Conduct, the Association recommends a familiarity with the University Student Conduct Office Policies, available here: <https://ucalgary.ca/student-services/student-conduct/policy>

This Code of Conduct and any methods of reprimand enabled by it do not preclude any person from pursuing additional support or recourse beyond the Association as may be applicable, including Academic and/or Non-Academic Misconduct reports, civil and/or criminal legal proceedings, or others.

Conduct

Principles

- 1 (1) All members shall:
 - a) Be responsible for understanding and abiding by the Association's Bylaws and policies;
 - b) Uphold the Association's principles and refer to them when making decisions or acting on behalf of the Association;
 - c) Maintain a sense of integrity, confidence and professionalism in their position;
 - d) Make decisions for the best interests of the Association's members and the community at large;
 - e) Act as a role model and demonstrate ethical and moral decisions in all acts on behalf of the Association, and while representing the Association;
 - f) Treat the University of Calgary community with respect by avoiding all discriminatory actions and abiding the Equity, Diversity and Inclusion policies.

Internal Conduct

- 2 (1) All members shall:
 - a) Be familiar with and uphold the role(s) and responsibilities, as outlined in the Association Bylaw, and Roles & Responsibilities policy.
 - b) Encourage, provide and accept healthy, constructive criticisms.
 - c) Not participate in or condone malicious, vexatious or libelous statements or actions that in any way affect the membership or integrity of any individual, the Association, or the community at large.
 - d) Respect the opinions of other members and their right to express them.
 - e) Separate personal relationships from professional relationships.

- f) Attend all Association events and meetings, except where excused by minimum 12 hours' notice to the President or Executive mentor with a valid cause for the absence. Excused absences include, but are not limited to, school and health conflicts, at the discretion of the Executive mentor.

External Conduct

- 3 (1) All members shall:
 - a) Represent the Association in a positive, professional manner.
 - b) Not engage in any illegal activities; consume, possess, or be under the influence of an illegal substance when attending meetings or functions within the University or the community while representing the Association.
 - c) Not consume or be under the influence of cannabis or alcohol while representing the Association, except if attending a function where consumption is appropriate and permitted.
 - i) If attending a function where consumption of alcohol and/or cannabis is appropriate and permitted, members shall remain conscious of their personal limits and maintain an utmost concern for their personal safety and health, as well as their professionalism while representing the Association.
 - d) Consult with a member of the Executive Committee before speaking with any media personnel. Media relations are ultimately the responsibility of the Vice President Communications.

Online Conduct

- 4 (1) All members shall:
 - a) Refrain from expressing any form of discrimination or maliciousness regarding any fellow member of the Association or University community (including the Students' Union, other student organizations or their members, faculty and administration, other students, etc...) on personal or Association

online platforms, including social media, email, or other online methods of communication.

- b) Respect the thoughts and opinions of others and refrain from engaging in any debate that could be deemed damaging to any individual(s), the Association, or the community at large.
- c) Ensure that the reputation of the Association is not damaged in any way through personal online activity, whether directly representing or referencing the Association or otherwise.
- d) Ensure that any opinions or ideas expressed from personal online platforms are associated with the individual member(s), and are not expressed as official beliefs/values of the Association without prior consent of the Vice President, Communications.
- a) Ensure that you are setting expectations for ways to avoid and mitigate conflict during online events. In the event of conflict, reach out to your Executive Mentor for support.

Privacy & Confidentiality

- 5 (1) All members shall:
- a) Respect and maintain the implicit or explicit confidentiality of any material, discussion, or idea within the Association.
 - b) Respect and maintain the implicit or explicit confidentiality of any material, discussion, or idea they may become privy to due to their role in the Association, including those from non-members of the Association or the community at large.
 - c) Not engage in any discussion outside of the Association regarding the operations of the Association without prior consent of the Vice President, Communications.
 - d) Maintain a professional boundary between any member(s) of the community at large and themselves while representing the Association.
 - e) Acknowledge and respect the role of the Association in promoting community and of its members in maintaining a positive, accessible presence on the University campus.

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- f) Maintain any/all communications relevant to the member's role(s) through Association channels (e.g., utilize Association email addresses).

Recourse

- 6 (1) In the case of a conduct related issue, any member(s) may contact the President, their Executive mentor, or any member of the Executive Committee to address their concern(s). The Executive will maintain utmost confidentiality with the matter, and will work together with the concerned party to determine what, if any, course of action is appropriate. The Executive Committee strongly encourages any member(s) concerned about conduct, or those with any other concerns regarding the Association's policies or operations to contact them for support or guidance.
- (2) The President or Executive mentor shall work to resolve any conduct related matters privately and efficiently. If any conduct issue or conflict arises beyond the scope of this Code of Conduct, or if any party to a conduct issue feels uncomfortable with the way(s) in which the matter is being handled, the Association strongly recommends consulting any, or all, of the following resources:
- The Student Ombudsman from the University of Calgary
 - The Coordinator, Student Organizations (CSO) from the Students' Union
 - The Student Conduct Office of the University of Calgary
- (3) In the case that a conduct issue does arise and cannot be mitigated, the following course(s) of action may be taken by the Executive to address the concern with any member in breach of this Code of Conduct, the Association bylaws or policies:
- A verbal or written warning
 - Suspension from position(s) in the Association
 - Removal from position(s) in the Association

Appeals

- 7 (1) If a member wishes to appeal the decision of the Executive Committee regarding their conduct (e.g., a suspension or removal from position), an appeals process may be initiated. The Executive Committee shall consult with the Student Ombudsman to determine an appropriate course of action.
- (2) The final decision regarding any appeal shall be brought to a vote of the FASA Council, whose decision may not be further appealed within the Association. If a member wishes to appeal of decisions of the FASA Council, the Association recommends contacting the Student Ombudsman or the Student Conduct Office for guidance.

Amendments

- 8 (1) The Vice President, Operations & Finance shall conduct a yearly review of the Code of Conduct, which shall be approved annually by a vote of the Executive Committee.
- (2) A record of amendments made through the annual reviews, if any, will be maintained by the Vice President, Operations & Finance.

Appendix A: Accountability Agreement

By signing this document, I confirm that I have read and fully understand the Faculty of Arts Students' Association Code of Conduct, as well as the following points regarding my role as an active member of the Faculty of Arts Students' Association.

I know, understand, and will uphold the mission, vision, and values of the Association.

I shall fulfill my role(s) and responsibilities as an active member to the best of my abilities.

I will respect my fellow members by attending all meetings and events; contribute by providing informed feedback; and, accept and provide constructive criticism.

I will be accountable to my own actions and will ensure that I am representing the Association to the best of my abilities. I will make decisions with the best interest of the students I represent in mind.

I understand that if I am found to be in violation of this Agreement, the Association Bylaws, policies, or the Code of Conduct, I may face consequences up to and including dismissal from my role and/or termination of Association membership.

I understand that if I am ever unsure about a policy or am uncomfortable with any portion of my role as a member of the Association, I can contact my Executive Mentor or any member of the Executive Committee for guidance and support at any time.

Member Name

Member Signature

Date

President Name

President Signature

Date

Executive Mentor Name
(if applicable)

Executive Mentor Signature
(if applicable)

Date