



HB-13.20

“ASOSU Student Government Member Conduct Guidelines” (Bill to adopt Member Conduct Guidelines for the Associated Students of Oregon State University Student Government)

WHEREAS As public officials of the ASOSU, OSU, and the State of Oregon, members of the ASOSU are held accountable for their actions and are subject to scrutiny in the public trust. ASOSU members are expected to observe certain policies, rules, and values of the university, in order to be successful and effective student leaders. These rules also include the OSU Code of Conduct and State of Oregon Administrative Rules. The current ASOSU Code of Conduct was written and adopted in 2014, which necessitates revisions.

WHEREAS The ASOSU Student Government Member Conduct Guidelines is a document of guidelines adopted by the ASOSU that seeks to help members and presiding officers conduct their actions and define guidelines of behavior in accordance with the values, mission, and vision of the organization. It serves as a central guide and reference for members in day-to-day decision making and procedural ethics.

WHEREAS There is a need for a ASOSU Student Government Member Conduct Guidelines to set organization wide standard values, and membership guidelines including but not limited to accountability, collaboration, commitment, disciplinary and support procedures, conflict management and member behavior.

WHEREAS The expectations established are ethical behaviors that each member should exhibit and to which each member shall be held accountable.

Be it hereby enacted by the ASOSU:

Upon passage, the following document will be formally adopted as the ASOSU Student Government Member Conduct Guidelines:



ASOSU Student Government Member Conduct Guidelines

Created by the 13th Session of Congress

(Approved Date)

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ASOSU Member Guidelines

Purpose

- A. The ASOSU Student Government (“ASOSU”) takes pride in continually representing and remaining accountable to all the students at Oregon State University.
- B. This document is intended to provide standards for ethical conduct that further the integrity of all ASOSU elected and appointed members (“members”).
- C. The ASOSU works together to accomplish the ultimate goal of this organization: to use our institutional power and resources for the benefit of the student body.

Scope

- A. These guidelines apply to all current members of all ASOSU branches.
- B. These guidelines are mandated by Title IX §1(A) of the ASOSU Statutes and therefore supersede any bylaw or set of bylaws adopted by ASOSU.
- C. If any obstacles to achieving these guidelines arise, all informal conflict resolution strategies should be exhausted prior to pursuing formal actions.

Responsibilities

- A. As public officials of ASOSU, OSU, and the State of Oregon, members of the ASOSU are accountable at all times for their actions and are subject to scrutiny in the public trust. ASOSU members are expected to observe the policies and rules of the university, including the [OSU Code of Conduct](#) as well as the [State of Oregon Administrative Rules](#).
- B. All members of ASOSU are expected to report observations or knowledge of violations of these guidelines as detailed in the “Guide to Interpersonal Conflict” section. All members of ASOSU are also expected to report violations of the OSU Code of Conduct, and the State of Oregon Administrative Rules by other ASOSU members.

Expectations

1. Conduct

- A. ASOSU members are expected to conduct themselves in a polite and respectful manner. Member behavior and speech are expected to reflect the values and mission of ASOSU in all forms, including but not limited to verbal, non-verbal, and written communication.

2. Alcohol and Drugs

- A. Alcohol, federally illegal drugs, and all other related paraphernalia are unacceptable and not permitted at any ASOSU spaces. This includes ASOSU sponsored events and activities.
- B. Public intoxication and/or use of any federally illegal substances on university property or at sponsored events are not permitted.

3. Consensual Relationships

- A. ASOSU abides by the OSU Office of Equal Opportunities [consensual relationships policy](#).

4. Discrimination & Harassment Policies

- A. ASOSU follows the [discrimination & harrasment policies](#) set forth by the OSU Office of Equal Opportunity & Access (EOA). If you have questions about discrimination or harassment, please view the resources section.
- B. The ASOSU does not tolerate any form of discrimination and harassment. Therefore, ASOSU prohibits discriminatory behavior based on another's protected status including, but not limited to discriminatory actions on the basis of sex, age, national origin, marital status, family status, relationship status, military status, veteran status, perceived gender identity or expression, race, ethnicity, religion, sexual/affectional orientation, ability, physical appearance, socioeconomic status, political affiliation, family background, or culture.

5. Sexual Harassment & Sexual Violence

- A. The ASOSU does not tolerate sexual harassment. ASOSU follows the [sexual misconduct and discrimination policy](#) set forth by the OSU Office of Equal Opportunity & Access (EOA).

6. Violence

- A. The ASOSU does not tolerate violence in the workplace. ASOSU follows policies regarding violations set forth by the [OSU Code of Conduct](#).

7. Political Endorsement/Campaigning

- A. In accordance with [Senate Bill 731](#), passed by the Oregon Legislature in 2019, ASOSU may "make a statement or issue a resolution to promote or oppose gathering of signatures or initiative or referendum petition or adoption of ballot measure."
- B. ASOSU is a nonpartisan state government organization, and any expression or conduct while representing ASOSU that is viewed as an endorsement of a particular party or candidate may jeopardize the credibility of ASOSU by students, OSU administration, and the state and may violate government ethics law.
- C. While in ASOSU offices or attending ASOSU-sponsored events, members must refrain from expressing support for, or in other means endorsing, a political campaign or party.

5. Events and Activities

- A. ASOSU members should arrive promptly and participate fully when attending an ASOSU sponsored activity or event.
- B. It is required that members notify the leader of their body within 24 hours prior to the start of the event if unable to attend that commitment or expect to be tardy.

7. ASOSU Equipment and Vehicles

- A. ASOSU members may be required to use ASOSU equipment and rentals for their ASOSU-related work and activities. This equipment must solely be used for ASOSU-related business and usage must be in compliance with the "[Use and Safety Rules for Travel in State-Owned or Controlled Vehicles](#)".

8. Retreats and Travel

- A. All persons traveling with ASOSU must act in a responsible manner and adhere to all University policies and ASOSU policies while traveling. These students are all representatives of ASOSU, OSU, and the State of Oregon, and are therefore accountable for their actions at all times and are subject to scrutiny in the public eye. Further, all are expected to adhere to the ASOSU Travel Contract used for the specified Retreat/Travel event.

6. Office Hours

- A. Members of ASOSU are encouraged to schedule time to work with students, staff, volunteers, interns, and other ASOSU stakeholders whenever possible. While

completing office hours, members are expected to work on tasks or partake in conversations pertaining to ASOSU.

Failure to comply with any of the above expectations may result in disciplinary action which may include evaluation of your position within the ASOSU.

Conflict Management

Guide To External Complaints

By the nature of student government, there will be times where students or other community members feel that their needs are not being met by ASOSU. ASOSU members must be prepared to respond to complaints in a respectful manner that leads to an appropriate resolution. Below are steps that may aid in the resolution of the issue. Further support from an ASOSU advisor, supervisor, or body leader can be sought if needed. Assume best intentions from all parties and to strive for unity.

1. Understand. Every attempt should be made to understand the needs and expectations of the reporting party.
 - a. Meet with the reporting party to hear and understand their concerns.
 - b. You may find it useful to bring a mediator into the conversation to move forward.
 - c. Create a plan of action together with the reporting party to solve the problem, establish a timeline for follow-up feedback, or resolution. Consider involving other organizations on campus, outside offices, and/or other students.
 - d. If the conversation is not moving forward, suggest another meeting. Give your availability, contact information, and ensure that the next meeting is timely. Follow each meeting with an email to all parties that summarizes the meeting content and any plans that were established to move forward.

2. Action. Steps should be taken to mitigate the issue.

- a. Do the relevant research required to better understand the issue. Contact other stakeholders and the relevant individuals regarding the issue, such as external offices, your supervisor, and so forth.
- b. Give and receive feedback throughout the problem solving process. Are your actions in line with what the reporting party envisioned? Remain in communication during the active problem solving to follow expectations and ensure needs are met.

3. Completion. Completion is an essential part of the process to ensure that all the person's needs are met and will pave the way for clarity in future.

- a. Reach out to the reporting party and make sure that they are satisfied with the outcome and keep in touch if necessary.
- b. Make sure your ASOSU advisor, branch's leadership, and other appropriate members are informed of all steps of the complaint process.
- c. A frequent outcome of a final follow up is repaired trust, accountability, and knowledge that ASOSU is a resource that continually serves students no matter what.

Guide to addressing Interpersonal Conflicts

As is the nature in all student governments, interpersonal conflicts may arise between members. It is in the best interest of the organization to resolve issues quickly utilizing internal resources, in order to promote collegial welfare and negate negative press. This grievance process will serve as a guide to the membership. Members are encouraged to assume best intentions from all parties and to strive for unity. A conflict management form has been created to assist members in navigating this process.

1. Conflict within the Executive, Legislative, or Judicial Branches
 - a. If conflict arises between non-leadership members of ASOSU, the members in conflict should first try and resolve the conflict themselves through personal communication. The focus should not always be to come to an agreement on all points, but to acknowledge the conflict, work toward solutions, promote mutual understanding and establish how you can work together in a positive environment.

- b. If you are unable to find a solution to the conflict after your first meeting, all impacted parties should complete a [conflict management form](#) to gather multiple perspectives pertaining to the dispute and to allow a mediator to step in, such as an advisor and Ethics Committee.
 - c. Once the form is submitted, members will schedule an informal meeting to discuss the issue and find a resolution. Follow up meetings could be scheduled with the mediator if the conflict persists.
 2. Conflict with the President, Vice president, Speaker of the House, ProTemps, Supervisors, or Chairs
 - a. If you have a complaint regarding a member in a leadership position, you should first make an effort to respectfully address the issue and seek a resolution. If you are uncomfortable speaking directly to the leadership member, fill out the [complaint form](#) that will be sent to the Ethics Committee.
 - b. If the issue cannot be solved between the parties involved, reach out to the chair of the Ethic Committee or an advisor.
 - c. Create a plan to mitigate the conflict and ensure that you work together effectively.
 - d. If the complaint brought about is against the Ethics Committee, contact your branch leader or advisor.
 3. Conflict with an Advisor
 - a. If you have a complaint regarding an advisor, you should first make an effort to respectfully address the issue and seek a resolution. If you are uncomfortable speaking directly to the advisor, contact their supervisor to seek a resolution.

Safety

- A. Safety is ASOSU's number one priority. In instances where you feel unsafe, immediately ask for help. Help can be found from ASOSU colleagues, an ASOSU advisor, or the university. If necessary, contact or have someone else contact Public Safety at 541-737-7000. In the case of an emergency, immediately contact 911.

- B. For additional resources, visit the Equal Opportunity & Access (EOA) [webpage](#)

Glossary

- A. Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
- B. Mediator: an ASOSU or non-ASOSU individual that can make people involved in conflict come to an agreement or lessen the tension.

Authored as introduced by:

Lucas Schnell, ASOSU Speaker of the House
Sahana Shah, ASOSU Speaker of the House Pro Tempore

Sponsored by:

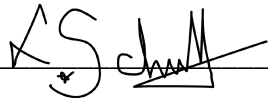
Sahana Shah, ASOSU Speaker of the House Pro Tempore

This Bill shall be sent to:

Dhru Patel, ASOSU President
Dylan Perfect, ASOSU Vice President
Matteo Paola, ASOSU President- Elect
Sierra Young, ASOSU Vice President-Elect
Madelyn Neuschwander, ASOSU Speaker of the House-Elect
Joe Page, ASOSU SFC Chair-Elect
Maria Arellano, ASOSU Ethics Committee Chair
Xander Robertson, ASOSU President Pro Tempore of the Senate
Muhammad Aatir Khan (MAK), ASOSU SFC Chair
Lauryn Ryan, ASOSU SFC Vice Chair
Julia Cleric, ASOSU Records Clerk
Leslie Schacht Drey, ASOSU Faculty Advisor and Associate Dean of Students
Jenni Betschart, Acting Assistant Director of Student Governance

Confirmation of passage:

Lucas Schnell, Speaker of the ASOSU House of Representatives

Signature:  _____ Date: 1 June 2022
[9:40 AM PST]

Dylan Perfect, Vice President and President of the ASOSU Senate

Signature:  _____ Date: 31 May 2022
Passed Senate 24 May 2022
Passed House 18 May 2022

Approval or veto by the ASOSU President (as applicable):

Dhru Patel, President

Signature:  _____ Date: June 1, 2022
[8:55 AM PST] **Approved**
 Vetoed