

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT
SANTA ROSA JUNIOR COLLEGE
STUDENT GOVERNMENT ASSEMBLY CODE OF CONDUCT**

PURPOSE

SECTION 1 The members of the Student Government Assembly (SGA) of the Sonoma County Junior College District (SCJCD) strive to create a deliberative space that is organized around the following principles: social justice, transparency, restorative justice, and equity. One that seeks to resolve student issues, model the best values of the campus community, listen to all students -especially those who are underrepresented, and to create a spirit of unity that closes the gap between the student and the government.

**ARTICLE I
SGA ETHICS**

SECTION 1 The SGA, as members of a student representative body, have obligations to their constituency, and shall;

- A.** Demonstrate loyalty to the SGA's mission and goals.
- B.** Be equally responsible to every student in the district.
- C.** Cooperate and communicate with fellow members of the SGA in a respectful manner despite any fundamental differences of opinion.
- D.** Uphold the final ruling of the SGA on all decisions made.

SECTION 2 The members of the SGA, in order to maintain an ethical and educational environment, shall;

- A.** Welcome and encourage the active involvement of students, faculty, staff, administrators, the District, and the college community.
- B.** Be honest and accountable in all actions and statements.
- C.** Demonstrate consistent personal and professional integrity
- D.** Be equitable and just in treatment of all.
- E.** Honor personal agreements and preserve confidentiality.
- F.** Address issues with all available knowledge and people without prejudice.
- G.** Avoid conflict of interests or the appearance of it.
- H.** Maintain a working and learning environment that is free from any and all forms of harassment, without exception.
- I.** Respect the personal integrity of students, staff, faculty, administrators, board members, and community members.
- J.** Refrain from discussing potential future agenda items outside of official SGA Meetings
- K.** Direct any unresolved internal conflicts to the Associated Students President for appeal and resolution. If any further resolution is needed, the grievances shall be directed to the SGA Advisor or Designee.

**ARTICLE II
SGA MEETING CONDUCT**

SECTION 1 In an effort to acknowledge our SGA Ethics in Article I and to hold effective meetings, the members of the SGA shall;

- A.** Be accountable for reviewing upcoming agenda items and do research on the topics as necessary for an informed discussion, prior to official meetings. Base decisions upon all available facts in each situation and vote with honest conviction in every case, unmoved by partisan bias.
- B.** Respect the right of the SGA Officers and the public to express their opinion, while actively practicing the "Principles of Charity."
- C.** Be vigilant in their responsibility to insure that every member's rights are upheld providing an opportunity to participate in full and free discussion.
- D.** Listen to others in a manner that is respectful, objectively critical, and fully attentive.
- E.** Engage in collegial discussion over business, while adhering to the principle that debate must be fundamentally impersonal. Debate is an important part of the governing process,
- F.** Be aware of and avoid personal attacks including those of a non-verbal nature (ex. Rolling of the eyes, distracting glances, dismissive body-motions, etc.)

- G. Limit the passing of notes and/or memos as well as side conversations. (Note: any notes, electronic messages that relate to the meeting are considered public record according to the California Public Records Act GOVT. CODE §§ 6250 - 6276.48)
- H. Make decisions in a timely manner during meetings and refrain from undermining people, principles, and processes.

**ARTICLE III
SGA OFFICE SPACE**

SECTION 1 The SGA Office Space is a privilege that was fought for by previous SGA administrations. It is our desire to provide a pleasant and productive work environment. All SGA members, Student Affairs Staff, students, and guests in the SGA office space shall agree to these terms and expectations;

- A. Be aware of others.
- B. Make sure visitors are aware of office space agreements.
- C. Maintain a quiet work environment. Disruptive behavior is prohibited.
- D. Clean any dishes immediately after use. Officers, staff, or visitors who fail to clean their own dishes may be banned from using dishes in the shared office space.
- E. Keep the office free from all illegal substances or weapons. No exceptions.
- F. Keep food in cabinets or the kitchen fridge, and personal food items shall be labeled. All food is the responsibility of the owner and must be disposed of before it goes bad. And don't eat other people's food.
- G. Maintain a clean office and desk space.
- H. Must clean up after preparing or eating food, holding a meeting, or other projects, and no trash shall be left behind for any reason.
- I. Maintain the shared restroom by cleaning up after themselves.
- J. Promptly and properly put away all club stuff after use.
- K. Be allowed to play music at a reasonable and low volume.
- L. Respect the items and equipment that belong to either the office or others. There is zero tolerance for stealing.
- M. Ask for permission before eating food, working at a desk, or utilizing materials that do not belong to you.
- N. Use office space printers for Student Affairs and Engagement Programs and SGA purposes only.
- O. Prioritize student employee use of the kitchen area, for lunch and homework.
- P. All guests to the SGA office must have signed in and must be accompanied by SGA Officers or an Advisor at all times. Any exceptions to this rule must be given by the Dean of Student Affairs and Engagement Programs or designee. Club members do not need to be accompanied by SGA Officers or an Advisor in the Cub Cave (club space) during regular office hours.
- Q. Those who have been approved to have a Keycard must abide by the guest limit rule: 2 guest per 1 Keycard holder (SEE Keycard Contract).

SECTION 2 Socializing and Student Life is always encouraged, but the SGA asks that particularly disruptive activities take advantage of Club Spaces, Student Lounges, or outside Quad areas. Particularly sensitive SGA Officers and visitors are asked to utilize headphones to mitigate noise, but are still encouraged to contact the AS President with any concerns. The AS President retains the right to revise or modify the SGA Code of Conduct as necessary. This Article of the SGA Code of Conduct shall be posted in the office area and updated as the code is updated.

REVISION & AMENDMENT DATES:

Associated Students Code of Ethics:

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| Created: ??? | Merge: November 9, 2015 Meeting #18 | |
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Associated Students Standards of Conduct (previous "Meeting Code of Conduct"):

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| December 3rd, 2001 | January 14, 2004 | October 9th, 2013 Meeting #10 |
| December 11th, 2013 Meeting #18 | Merge: November 9, 2015 Meeting #18 | |

SGA Code of Conduct:

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| Created: November 9, 2015 Meeting #18 | | |
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