



# VALUES AND ETHICS CODE

## **PREAMBLE**

The Student Government Association of Chapman University, hereinafter referred to as SGA, is the official body advocating for and representing undergraduate students' diverse issues, concerns, and needs. SGA has adopted this values and ethics code to live out the mission described in our Constitution and to establish basic standards of behavior for personal and professional life. Every SGA representative is a signatory to the code, which symbolizes a united pledge to abide by the code's spirit and principles. The ten values enumerated in this Code represent ten equally-significant guiding ideals of the Organization, and representatives hold themselves and each other accountable for adherence.

## **BEHAVIORAL STANDARDS AND VALUES**

### **1. As an SGA Representative, I value Honesty.**

*In practice, this value looks like:*

- a. I express my genuine opinion on issues even if my view is unpopular.
- b. I only make promises that I genuinely believe I can keep.
- c. I disclose to the Parliamentarian my affiliations with any organization that is under the purview of SGA, or with any friends or groups that have substantial business with SGA.
- d. I abstain or recuse myself from the decision-making process in all situations in which the Parliamentarian has determined a conflict of interest, or when I believe that I cannot exercise impartial judgment.

### **2. As an SGA Representative, I value Fairness.**

*In practice, this value looks like:*

- a. I seek out diverse ideas/opinions and reserve judgment until I have all of the relevant information.
- b. I treat all viewpoints with respect, even if I do not personally agree with them.
- c. I only take credit for work that I have done and acknowledge everyone who assists me in accomplishing tasks.
- d. I observe the established procedures detailed in the Constitution and Bylaws and demonstrate transparency in my decision-making process.

### **3. As an SGA Representative, I value Flexibility.**

*In practice, this value looks like:*

- a. I am willing to re-evaluate a prior decision in light of unforeseen circumstances in order to uphold the fundamental mission of SGA.
- b. I adapt my communication style to the situation, and to accommodate the concerns of persons involved.
- c. I acknowledge that SGA is a growing and changing organization and will work to adapt the governing documents in accordance with the Constitution and Bylaws for the best of the organization.

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## **4. As an SGA Representative, I value Responsibility.**

*In practice, this value looks like:*

- a. I seek to maintain integrity in both my public and private life.
- b. I can clearly articulate how my decision will advance the Organization's core values.
- c. I use SGA materials and resources solely for SGA-related activities.
- d. I take ownership for the decisions I make or fail to make, the actions I take or fail to take, and the consequences that result.
- e. I protect confidential information that has been entrusted to me.
- f. I do not misuse the SGA Facebook or Twitter (or other social media sites) by posting from the organization or "tagging" SGA in posts that are not in accordance with our mission.
- g. I monitor the content of my social media sites to ensure I am representing SGA to the best of my ability.
- h. I do not wear my SGA apparel (t-shirts, polos, etc.) at inappropriate times. Such as, but not limited to, parties, bars, or anytime underage consumption of alcohol or illegal drug use could be present.
- i. I will not hold SGA events that are not approved by senate, Executive Council, or the SGA advisor.

## **5. As an SGA Representative, I value Communication.**

*In practice, this value looks like:*

- a. I clearly convey messages and relay necessary information to fellow representatives as soon as possible.
- b. I ask clarifying questions if I disagree or do not understand.
- c. I actively seek feedback from a diverse range of students and promote the mission and goals of the Organization.

## **6. As an SGA Representative, I value Responsiveness.**

*In practice, this value looks like:*

- a. I am available to all students and fellow representatives and keep them informed on SGA projects and events.
- b. I am ready to respond in a direct and respectful manner to issues that implicate the well-being, justice, and unity of our community.

## **7. As an SGA Representative, I value Collaboration.**

*In practice, this value looks like:*

- a. I seek to work with others and divide responsibilities on tasks.
- b. I encourage new ideas and share all relevant information with others.
- c. I strive to reach a consensus that best serves the Chapman community.

## **8. As an SGA Representative, I value Commitment.**

*In practice, this value looks like:*

- a. I continue to pursue worthy goals, regardless of their difficulty.
- b. I have a clear set of objectives, a general time-frame for accomplishment, and am willing to see difficult projects through to their completion.

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- c. I make every effort to recommend potential services when I am unable to fulfill a request.

### **9. As an SGA Representative, I value Professionalism.**

*In practice, this value looks like:*

- a. I prepare for meetings by reading the necessary materials and arriving on-time.
- b. I make guests at meetings feel welcome, and devote my full attention to their presentations.
- c. I speak respectfully, without profanity or sarcasm.
- d. I approach directly those persons with whom I have a conflict or disagreement.

### **10. As an SGA Representative, I value Service.**

*In practice, this value looks like:*

- a. I make a concerted effort to assist my peers in any capacity.
- b. I focus on the needs of the greater student body before considering my personal interests.
- c. I understand my role as an SGA representative as service to the values articulated in our Constitution.