SB-83.23
“ASOSU Code of Conduct”
(Bill to adopt Code of Conduct for the Associated Students of Oregon State University)

WHEREAS As public officials of ASOSU, OSU, and the State of Oregon, members of 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 currently established ASOSU Code of Conduct was written and adopted in 2022, which necessitates revisions.

WHEREAS The ASOSU Code of Conduct is a document of guidelines adopted by 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 an ASOSU Code of Conduct to set organization wide standard values and membership guidelines including but not limited to accountability, collaboration, commitment, disciplinary and support procedures, and 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: Immediately upon passage, the following document will be formally adopted as the ASOSU Code of Conduct.
# ASOSU Code of Conduct

Created by the 83rd Senate

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASOSU Member Guidelines</td>
<td>2</td>
</tr>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Scope</td>
<td>2</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Expectations</td>
<td>2</td>
</tr>
<tr>
<td>1. Conduct</td>
<td>2</td>
</tr>
<tr>
<td>2. Standards of Personal Integrity and Civic Behavior</td>
<td>3</td>
</tr>
<tr>
<td>3. Prohibited Actions</td>
<td>3</td>
</tr>
<tr>
<td>4. Behavior of Members within a Personal Capacity</td>
<td>4</td>
</tr>
<tr>
<td>5. Alcohol and Drugs</td>
<td>4</td>
</tr>
<tr>
<td>6. Consensual Relationships</td>
<td>5</td>
</tr>
<tr>
<td>7. Discrimination &amp; Harassment Policies</td>
<td>5</td>
</tr>
<tr>
<td>8. Sexual Harassment &amp; Sexual Violence</td>
<td>5</td>
</tr>
<tr>
<td>9. Violence</td>
<td>5</td>
</tr>
<tr>
<td>10. Political Endorsement/Campaigning</td>
<td>5</td>
</tr>
<tr>
<td>11. Events and Activities</td>
<td>5</td>
</tr>
<tr>
<td>12. Inquiries of Commitment</td>
<td>6</td>
</tr>
<tr>
<td>13. ASOSU Equipment and Vehicles</td>
<td>6</td>
</tr>
<tr>
<td>14. Retreats and Travel</td>
<td>6</td>
</tr>
<tr>
<td>15. Office Hours</td>
<td>6</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>6</td>
</tr>
<tr>
<td>Guide To External Complaints</td>
<td>6</td>
</tr>
<tr>
<td>1. Understand</td>
<td>6</td>
</tr>
<tr>
<td>2. Action</td>
<td>7</td>
</tr>
<tr>
<td>3. Completion</td>
<td>7</td>
</tr>
<tr>
<td>Guide to Addressing Interpersonal Conflicts</td>
<td>7</td>
</tr>
<tr>
<td>1. Conflict within the Executive, Legislative, or Judicial Branches</td>
<td>7</td>
</tr>
<tr>
<td>2. Conflict with the President, Vice President, President Pro Tempore, Supervisors, or Committee Chairs</td>
<td>7</td>
</tr>
<tr>
<td>Safety</td>
<td>8</td>
</tr>
<tr>
<td>Glossary</td>
<td>9</td>
</tr>
</tbody>
</table>
ASOSU Member Guidelines

Purpose
1. ASOSU Student Government ("ASOSU") takes pride in dutifully representing and remaining accountable to all of the students of the Oregon State University Corvallis campus.
2. This document is intended to provide standards and guidelines of ethical conduct for elected and appointed members of ASOSU that promote the integrity of this organization. ASOSU works together to achieve the objectives of this organization: to use our institutional power and resources for the benefit of the student body and to enable the student body to assert its varied interests as members of the academic community through democratic representation.

Scope
1. These guidelines apply to all current and elected members, hereafter referred to as Members of ASOSU, of all ASOSU branches.
2. These guidelines are mandated by Title III §2(C)a and Appendix (A) Rule V §D(d)ii of the ASOSU Statutes and therefore supersede any bylaw or set of bylaws adopted by ASOSU.

Responsibilities
1. As public officials of ASOSU, OSU, and the State of Oregon, members of ASOSU are accountable at all times for their actions in all forums 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 and the State of Oregon Administrative Rules.
2. All members of ASOSU are expected to report observations or knowledge of violations of this Code of Conduct as detailed in the “Guide to Interpersonal Conflict” section.

Expectations
1. Conduct
   a. ASOSU members are expected to conduct themselves in an honest, forthright, 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. Standards of Personal Integrity and Civic Behavior
   a. Members of ASOSU have a
      i. Duty to participate as an active and positive member of ASOSU and the University community,
      ii. Duty to conduct themselves in an honest and forthright manner,
      iii. Duty to avoid personal, unprofessional, or surreptitious attacks on other members in any forum, including but not limited to social media,
iv Commitment to strengthen individual skills and professional development,
v Duty to remain up to date on emerging issues and potential problems facing the student body,
vi Responsibility to address issues arising from the student body in a timely and professional manner.
b In meetings or functions of ASOSU, Members will
i Refrain from interrupting other speakers, making personal comments not germane to matters of business before the body, or interfere with the orderly conduct of meetings,
ii Listen courteously and attentively to all discussions held before ASOSU, and attempt to resolve issues of the student body expediently.
c Behavior of all Members of ASOSU shall
i Demonstrate professional and personal conduct that is honest and above reproach and shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of fellow ASOSU Members or Committees as well as University administrators, faculty, staff, and the student body of OSU,
ii Avoid even the appearance of impropriety within ASOSU,
iii Refrain from making erroneous or unsubstantiated statements about the University or ASOSU to public or private media outlets,
iv Refrain from action that would place themselves in a position where there may be a conflict between private interest and the interest of the student body.

3. Prohibited Actions

Actions in this section committed by any Member of ASOSU within a personal or official capacity that amounts to a flagrant, reckless, and intentional violation of this Code, and/or cause a substantive harm to the effectiveness and operation of ASOSU or the service of its Members, can and will result in immediate disciplinary action, including but not limited to reprimand, suspension, or permanent removal from any position within ASOSU pursuant to provisions within the ASOSU Constitution and Statutes. Knowledge of any actions herein must be swiftly and expediently reported to the Ethics and Compliance Councilor, who will take necessary steps to uphold the integrity of this Code and of ASOSU.

i. Specific prohibited actions include:

1. Actions which materially violate any of the Responsibilities and/or Expectations set forth in this Code of Conduct and which impact the effectiveness of ASOSU or its Members in their roles as such,
2. The intentional production, creation, and/or dissemination of oral or written statements that are false, threatening, defamatory, or slanderous of ASOSU or its present or former members.
   a. Platforms for dissemination include (but are not limited to) University systems, Outlook accounts, Snapchat, Instagram, Facebook, X (formerly Twitter), and/or media outlets.
3. Intentional attempts to unduly pressure, intimidate, threaten, and/or harass Members of ASOSU to perform or not perform an official act or otherwise act within their official capacity against their beliefs or duty,
4. Intentional attempts to maliciously blemish or degrade the image and/or reputation of any Member through the production, creation, and/or dissemination of oral or written statements,
5. The solicitation or acceptance of direct or indirect payment for the performance or nonperformance of any act within a Member’s official capacity not specifically permitted in the ASOSU Constitution or ASOSU Statutes,
6. The intentional aid, abetment, advice, or condoning of an action that would violate any provision of the ASOSU Constitution, ASOSU Statutes, or OSU Student Code of Conduct,
7. The commitment of slander of libel,
8. Participation in bribery, including but no limiting to offering, acceptance, or knowledge thereof without reporting the action to the Ethics and Compliance Councilor,
9. The intentional misrepresentation of facts related to the official acts, business, or governance of ASOSU,
10. Failure to report any form of corruption or violation of any provision within this Code of Conduct.

4. Behavior of Members within a Personal Capacity
   a. Members are expected to promptly report a violation of the OSU Student Code of Conduct by other Members within a personal capacity to Student Conduct and Community Standards within the Office of Student Life.

5. 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.
6. Consensual Relationships
   a ASOSU abides by the OSU Office of Equal Opportunity & Access (EOA) consensual relationships policy.

7. Discrimination & Harassment Policies
   a ASOSU follows the discrimination & harassment policies set forth by the OSU Office of EOA. If you have questions about discrimination or harassment, please contact the Office of EOA.
   b ASOSU does not tolerate any form of discrimination and harassment. 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.

8. Sexual Harassment & Sexual Violence
   a ASOSU does not tolerate sexual harassment. ASOSU follows the sexual misconduct and discrimination policy set forth by the OSU Office of EOA.

9. Violence
   a ASOSU does not tolerate violence in the workplace. ASOSU follows policies regarding violations set forth by the OSU Code of Conduct.

10. 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 endorsing a political campaign or party.

11. Events and Activities
    a Members of ASOSU 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.
12. Inquiries of Commitment
   a. As outlined in Title VII, §1 and 2 of the ASOSU Statutes, following three or more unexcused absences from Senate or committee meetings an Inquiry of Commitment may be issued.

13. ASOSU Equipment and Vehicles
   a. Members of ASOSU 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. Usage of vehicles must be in compliance with the “Use and Safety Rules for Travel in State-Owned or Controlled Vehicles”.

14. 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.

15. Office Hours
   a. Members of ASOSU are encouraged to schedule time to meet with students, staff, volunteers, interns, and other ASOSU stakeholders for a certain number of hours. While completing office hours, members are expected to work on tasks or have conversations pertaining to ASOSU.

   Failure to comply with any of the above expectations may result in disciplinary action and potential 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. Members of ASOSU 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 strive for unity.

1. Understand: Every attempt should be made to understand the needs and expectations of the reporting party.
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. Meet with the reporting party to hear and understand their concerns.

c. Except pursuant to OSU’s Responsible Employee Policy incidents of sexual misconduct or discrimination should be reported to the Office of Equal Opportunity and Access.

2. Action: *Steps should be taken to mitigate and address the issue.*

a. You may find it useful to bring a mediator, like the University Ombuds Office, into the conversation to move forward. Create a plan of action together with the reporting party to solve the problem, establish a timeline for follow-up feedback, or resolution. The conversation to move forward. Create a plan of action together with the reporting party to solve the problem, establish a timeline for follow-up feedback, or resolution.

b. If the conversation is not moving forward, suggest another meeting and consider bringing in a third party. 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.

c. Exchange feedback throughout the problem-solving process with the reporting party. 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. Contact the reporting party, confirm that they are satisfied with the outcome, and follow-up if necessary. 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.

b. Make sure the ASOSU advisor, the involved branch’s leadership, the Judicial Council Ethics and Compliance Councilor, and other appropriate Members are informed of all steps of the complaint process.

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 Code of Conduct Report 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 to resolve the conflict amongst themselves through personal communication. The focus should not solely be reaching full agreement on all points, but rather acknowledging the conflict, working towards solutions, promoting mutual understanding, and establishing a collaborative and positive work environment moving forward.

b. If a solution to the conflict isn’t reached after your first meeting, all parties should complete the Code of Conduct Report Form. This form will gather multiple perspectives pertaining to the dispute and allow a mediator to step in, such as an advisor or the Judicial Council Ethics and Compliance Councilor.

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, President Pro Tempore, Supervisors, or Committee 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 Code of Conduct Report Form that will be sent to the Judicial Council Ethics and Compliance Councilor.

b. If the issue cannot be solved between the parties involved, reach out to the Judicial Council Ethics and Compliance Councilor 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 Judicial Council Ethics and Compliance Councilor, contact your branch leader or the ASOSU 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 or unable to reach a resolution, contact the Director of the Office of Advocacy. If the conflict still cannot be resolved, contact the Dean of Students.

4. Prioritizing De-escalation

a. Every effort should be made to de-escalate a matter between Members, however, it is the duty of any Member to complete a conflict management form if the situation becomes out of hand or begins to include the greater ASOSU community.

Safety

1. 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 the Public
Safety nonemergency number at 541-737-3010. In the case of an emergency, immediately contact 911 or the OSU Public Safety emergency number at 541-737-7000.

2. For additional resources, visit the Equal Opportunity & Access (EOA) webpage or ASOSU Student Legal Services (website).

Glossary

A. Harassment: Unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, 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 help those involved in conflict ease tensions and reach an agreement, including a representative from the University Ombuds Office.
Authored as introduced by:
Dakota Canzano, ASOSU Vice President
Lauren Camou, ASOSU Senator
Eliza Eckman, ASOSU Senator
Katayani Karlapati, ASOSU Senator
Jamie Hamlin, ASOSU Senator
Audrey Porter, ASOSU Senator
Kari Hoy, ASOSU Records Clerk
Noa Stoll, ASOSU President Pro Tempore of the Senate
Colin John Carmichael, ASOSU Judicial Council Ethics & Compliance Councilor

Sponsored by:
ASOSU Student Government Committee

This Bill shall be sent to: Carissa
O’Donnell, ASOSU President
Dakota Canzano, ASOSU Vice President
Audrey Schlotter, ASOSU President-Elect
Zach Kowash, ASOSU Vice President-Elect
Noa Stoll, ASOSU President Pro Tempore of the Senate
Matteo Paola, ASOSU SFC Chair
Sophia Nowers, ASOSU SFC Vice Chair
Maya Sonpatki, ASOSU Judicial Council Chair
Alexander Kerner, ASOSU Judicial Council Vice Chair
Colin John Carmichael, ASOSU Judicial Council Ethics and Compliance Councilor
Kari Hoy, ASOSU Records Clerk
Dylan Perfect, ASOSU Archivist
Keri Simonet, ASOSU Advisor
Leslie Schacht Drey, ASOSU Faculty Advisor and Associate Dean of Students

Confirmation of passage:

Dakota Canzano, ASOSU Vice-President
Signature: ___________________________ Date: May 28th, 2024

Carissa O’Donnell, ASOSU President
Signature: ___________________________ Date: 5/30/24

Approved [ ] Vetoed [ ]