



# CODE OF CONDUCT

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## **ARTICLE I: GENERAL BEHAVIOR**

### **Section 1. Personal Conduct**

- A. Uphold the DASB Constitution, Bylaws, Brown Act, and State Education Codes according to the interpretation of DASB.
- B. Show regard and consideration for special needs and/or lifestyles; (i.e. work schedules, class schedules, retreats, etc.) of each DASB Senator, Junior Senator, and Justice.
- C. DASB Senators shall assist students to the best of their abilities in answering questions, furnishing information, and directing students along the proper avenues.
- D. Conduct, at all times, should not be intimidating, threatening, or provoking others.
- E. Use of vulgar or profane language during meetings, in the DASB Senate Office, DASB Judicial Board Office, and Office of College Life, and all other locations on campus is both unprofessional and a degradation to the image of the DASB and shall not be allowed by any person.
- F. DASB shall not tolerate any form of discrimination or harassment based on ethnic group identification, race, color, religion, sex, sexual orientation, age, national origin, physical disability, mental disability, medical condition, marital status, political affiliation or any others legally protected status unrelated to legitimate interests of the DASB.
- G. Destruction of DASB property shall not be tolerated.

### **Section 2. Disbursement of Information**

- A. Direct questions to the information source. Do not answer questions to which you do not know the full and correct answer.
- B. Knowingly furnishing false information shall lead to immediate disciplinary action.
- C. When speaking to students, staff and/or administration, speak only on the issues supported by DASB. Do not speak on behalf of the Senate and/or the Judicial Board unless the Senate and/or the Judicial Board have officially taken a stand on said subject. Stepping out of your role as a DASB Senator, Junior Senator or Justice and into one of a student to serve in another capacity is not acceptable.
- D. Internal information; i.e. impeachments, budget hearings, or personnel matters should be kept strictly confidential. DASB Senators may not disclose any information to any person(s) outside the Senate regarding these subjects.
- E. Functioning as a group and not as an individual in DASB is crucial. All information pertinent to DASB should be shared among all DASB Senators, Junior Senator and Justices.
- F. Items located in internal and external mail boxes, letters addressed to a particular person and one's property; i.e. drawers, bags, and personal computer files, must be respected as the private property of that person.

### **Section 3. Propaganda**

- A. To maintain a level of respect within and for the Senate and the Judicial Board, engaging in negative talk about a DASB Senator, Junior Senator or Justice by another DASB Senator, Junior Senator or Justice shall not be tolerated.
- B. Propaganda verbal or written, within the Senate and/or the Judicial Board is a violation of mutual respect and is intolerable.

### **Section 4. Conflict of Interest**

- A. Situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional-interest or public-interest.

## **ARTICLE II: OFFICE BEHAVIOR**

### **Section 1. Office Hours**

- A. Respect and adhere to posted office hours. If circumstances prevent this, inform the DASB Executive Vice President or the Secretary.
- B. The DASB Senate Office opens from 7:00 am to 11:00 pm on weekdays and from 7:00 am to 4:00 pm on weekend.
- C. Usage of the DASB Senate Office after hours shall require each DASB Senator to be held responsible for logging in and out with the Security Office. DASB Senators shall not allow any non-DASB Senator into the building after hours for any reason. There is no exception to this rule.
- D. To maintain a professional atmosphere and cleanliness, no food shall be allowed in the office.
- E. DASB Senators shall respect each other's duties as both officers and students. When working in the office, limit interruptions that would disrupt the completion of one's work; (i.e. speaking loudly, entering and exiting of rooms and offices while DASB Senators are working and all other interruptions not pertaining to DASB.)

### **Section 2. Personal Information**

- A. Messages must be checked daily and placed in the respective DASB Senators' internal mailbox.
- B. Internal mailboxes, letters addressed to a particular person, one's property; i.e. drawers, bags and/or personal computer files must be respected as the private property of that person.

### **Section 3. Equipment and Supplies**

- A. Usage of the office computers shall be prioritized according to DASB business and/or deadlines.
- B. Playing computer games is not allowed in the office.

### **Section 4. DASB Secretary**

- A. It should be recognized that the DASB Secretary is a paid employee who is limited to a twenty (20) hour work week. Please make efforts to limit interruptions that would have an effect on the quality of his/her work.

## **ARTICLE III: MEETING BEHAVIOR**

### **Section 1. Etiquette**

- A. Respect and adhere to the scheduled times of all meetings.
- B. Maintain a professional attitude and public stature; (i.e. common courtesy and decent posture while at the table.)
- C. Refrain from making negative personal comments, looks, or noises while a meeting is in session.
- D. Remain present and seated at the tables in each meeting for the duration. E. Use discretion when excusing oneself from the table. Information missed due to an absence must be obtained in a quiet and unobtrusive manner.

### **Section 2. Disruptions**

- A. Holding extraneous conversations with fellow DASB Senators, Junior Senator, Justices, audience members, and/or the advisor is disruptive, and if excessive, shall lead to removal from the meeting.
- B. Frivolous passing of notes shall also be seen as disruption.

### **Section 3. Time Constraints**

- A. Comments must be kept brief, concise, and non-repetitive to allow all members of the Senate, the Judicial Board, and the audience an opportunity to speak.
- B. In the interest of preserving a respectful and orderly meeting, points of order and points of information may proceed only after having been recognized by the chair.

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