

DASG CODE OF CONDUCT

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TABLE OF CONTENTS

Article I	General Behavior	1
Section	(1) Personal Conduct	1
	(2) Disbursement of Information	1
	(3) Propaganda	1
	(4) Conflict of Interest	1
Article II	Office Behavior	2
Section	(1) Office Hours	2
	(2) Personal Information	2
	(3) Equipment and Supplies	2
	(4) DASG Secretary	2
Article III	Meeting Behavior	3
Section	(1) Etiquette	3
	(2) Disruptions	3
	(3) Time Constraints	3

ARTICLE I: GENERAL BEHAVIOR

Section 1: Personal Conduct

- A. Uphold the DASG Bylaws, Brown Act, and State Education Codes according to the interpretation of DASG.
- B. Show regard and consideration for special needs and/or lifestyles; (i.e. work schedules, class schedules, retreats, etc.) of each DASG Senator and Intern.
- C. DASG 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 DASG Senate Office, Office of College Life, and all other locations on campus is both unprofessional and a degradation to the image of the DASG and shall not be allowed by any person.
- F. DASG 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 DASG.
- G. Destruction of DASG 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 DASG. Do not speak on behalf of the Senate unless the Senate has officially taken a stand on said subject. Stepping out of your role as a DASG Senator or Intern 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. DASG 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 DASG is crucial. All information pertinent to DASG should be shared among all DASG Senators and Interns.
- 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 engaging in negative talk about a DASG Senator or Intern by another DASG Senator or Intern shall not be tolerated.
- B. Propaganda verbal or written, within the Senate is a violation of mutual respect and is intolerable.

Section 4: Conflict of Interest

- A. Avoid any 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 DASG Vice President or the Secretary.
- B. The DASG 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 DASG Senate Office after hours shall require each DASG Senator to be held responsible for logging in and out with the Security Office. DASG Senators shall not allow any non-DASG 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. DASG 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 DASG Senators are working and all other interruptions not pertaining to DASG.)

Section 2: Personal Information

- A. Messages must be checked daily and placed in the respective DASG 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 DASG business and/or deadlines.
- B. Playing computer games is not allowed in the office.

Section 4: DASG Secretary

- A. It should be recognized that the DASG 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 undistruptive manner.

Section 2: Disruptions

- A. Holding extraneous conversations with fellow DASG Senators, Interns, 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 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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