

## **Embry-Riddle Aeronautical University Student Government Association Code of Conduct**

The Student Government Association (SGA) of Embry-Riddle Aeronautical University is a professional practice dedicated to developing student leaders and representing the student body. As a member of the Student Government Association, one is expected to uphold a code of conduct that represents the students and the university with respect, honor and integrity. The code of conduct helps foster a secure community in the university, catering to an open exchange of ideas and changes for the betterment of the student body. The Code of Conduct is as follows:

### *SGA Office Conduct*

No SGA Official shall participate, cause or excite any disturbance, excessive noise, or contention in the Student Government Office. Choice of language is to reflect a professional practice. The use of foul language, threatening tone or demeaning comments is to not be used by the SGA Officials while on office hours. While serving office hours, SGA Officials are to work on projects or matters concerning the betterment of the student body and the university. If work is complete, the official needs to be readily available to assist in other office duties. If an SGA Official is in the office while not on office hours, one is to conduct themselves in a respectful manner.

### *SGA Dress Code*

Each SGA Official will receive a polo shirt. It is expected that the polo shirt be worn the entire day on the designated day of their associated branch or division meeting. When wearing the SGA polo, a neat, clean and professional appearance is to be maintained. Jeans or khaki pants are acceptable to wear with the SGA polo. Clothes not appropriate for wear with the SGA polo include but are not limited to tattered and ripped pants, excessively short skirts/shorts, offensive stickers or buttons, or altering the SGA polo from its initial condition. When wearing the SGA polo it is highly recommended your SGA name tag is worn as well. Wearing the SGA polo is encouraged at SGA-sponsored events around the University and community.

### *SGA Acceptance of Organization Privilege*

Each SGA Official will obey the rules and regulations set forth by the University Handbook Rules and Regulations, the SGA Constitution and the governing bylaws for each SGA branch and/or division of which they are a member of. Information presented and distributed by SGA Officials to the university and the student body is not to be falsified, distorted or misrepresented. As an SGA Official, attempting or encouraging participation in improper behavior that misrepresents the image and reputation of the SGA is highly discouraged. By representing the university as a student advocate, SGA Officials should be mindful of their conduct at all times, even when not on school premises. By representing the SGA as model university citizens, the organization will continue to uphold a standard of excellence in leadership and moral integrity.

### *Confidential Information*

Confidential information should not be shared or discussed with staff, faculty or students who are not SGA Officials, excluding the SGA Advisor and the SGA Office Coordinator.

Confidential Information includes, but is not limited to:

- Discussion and minutes for any Closed Session meetings, excluding Closed Session meetings minutes that are released according to the processes outlined in each branches' or divisions' bylaws.
- Vacancy candidate information and interviews.
- Club/Organization/Division budgets and the allocated monies associated with those budgets before they are officially released.
- All Student Court cases.
- Informal discussions that are deemed confidential by all parties to the discussion.
- All information concerning SGA elections that is deemed confidential by the Elections Committee Chairperson.
- Any information that is deemed confidential by the SGA Executive Board.

### *Compliance*

Failure to comply with the SGA Code of Conduct will result in one of the following procedures as decided by the chairperson of the SGA Official or the SGA Advisor.

- The SGA Official shall receive a private verbal counseling session from their branch or division Chairperson. Should the SGA Official be an Executive Board member, then they will receive their verbal counseling from the SGA Advisor. Should an SGA Official violate the Code of Conduct more than twice for the same infraction then the official will receive a summons to appear before the Student Court instead of receiving verbal counseling.
- The SGA Official shall receive a summons to appear before the Student Court, who will decide the punishment based upon the severity of the violation of the Code of Conduct. If the SGA Official charged with violating the Code of Conduct is not satisfied with the ruling handed to them, they may file an appeal with the SGA Advisor within five (5) school days. The SGA Advisor will then review the case with the Chief Justice and decide whether or not to overturn the ruling.