



Valdosta State University

Student Government Association Code of Conduct

This Code of Conduct is established to outline clear guidelines for correct behavior and conduct for the members of the Student Government Association of Valdosta State University, Legislative and Executive branches. It is the duty of each member to conduct themselves in a proper fashion inside and outside of official Student Government Association meetings. Each member is expected to uphold and to be held accountable for all expectations outlined in this Code of Conduct at all times.

- A. The following expectations apply to all Senate, and Executive Board members of the Valdosta State University Student Government Association and should be observed in all Student Government Association settings. All members shall:
 - A. Attend all regularly scheduled meetings of the Senate.
 - B. Attend all regularly scheduled meetings of their Committee.
 - C. Attend all mandatory events as specified by the Executive Council.

- D. Communicate within twenty-four hours with the SGA Secretary regarding any absences before the meeting or event has occurred.
 - E. Present themselves in “SGA casual” for general meetings.
 - i. This does not include All Committee meetings in which the Senate voted to have casual attire.
 - F. Refrain from causing any kind of distraction during meetings.
 - i. This includes the use of cellphones or electronic devices during general and all-committee meetings unless approved by the Senate Director of Academic Affairs, Senate Director of Campus Affairs, or Blazer Allocation Committee Chairperson.
 - ii. This does not include the Director of Communications.
 - iii. Also, sleeping, resting one’s head, or dozing off will not be permitted at any point.
 - G. Adhere to all governing documents and perform duties outlined in these documents.
- B. The following expectations regarding attendance apply to all Senate, and Executive Board members of Valdosta State University Student Government Association and should be observed in all Student Government Association settings.
- a. Early Dismissal
 - i. Any member who leaves a Senate meeting early without permission or approval by the Secretary, the early dismissal will be documented as one half (1/2) of an unexcused absence.
 - b. Excused Absences
 - i. Situational or excused absence approvals will be left to the discretion of the SGA Secretary.
 - ii. An excused absence includes the following: academic class opportunity (extra credit, etc.), family emergency, an official university event, or personal illness with documentation.
 - c. Unexcused Absences
 - i. If a member of the Senate has acquired three or more unexcused absences in a semester, he/she shall be subject to expulsion from the Senate.

d. Tardiness

- i. If a member of the Senate has incurred an unexcused instance of tardiness three or more times from any meeting or event deemed mandatory, he/she will be charged with one absence on his/her attendance record.
- ii. An unexcused tardy during meetings will be defined as anytime a member of the Senate arrives after the official roll has been called/taken.
- iii. An unexcused tardy during an event will be defined as anytime a member of the Senate arrives after the official start time of the event, unless it is otherwise specified that the member in question was to arrive at a time that is different from the official start time of said event.
- iv. All instances of tardiness must be discussed with the SGA Secretary after the meeting or event has concluded.

e. Extended Absence

- i. In instances where an SGA member must be absent for extended periods of time due to academic obligation, internships for academic credit, extreme personal or family situation, illness, or other extreme circumstances, the individual may request a leave of absence from all or certain duties.
- ii. Requests must be made to the SGA Secretary and approved by both the SGA Secretary and the SGA Vice-President and reported to the Standards Review Committee.
- iii. If a request for a leave of absence is denied, the decision may be appealed to the Standards Review Committee
- iv. Individuals on an approved leave of absence do not count in the determination of quorum.
- v. A leave of absence may not exceed a semester in length.

f. Absence Reprimand

- i. If two or more unexcused absences have occurred, the Senate member in question will be required to receive notification of his/her absences from the SGA Secretary within one week of his/her last absence regarding his/her current status within the Senate/

- ii. If a senator is absent without a valid excuse for a third time, the SGA Secretary must provide the senator in question with a formal written reprimand. The SGA Secretary will then refer the situation to the Standards Review Committee for further action.
- C. Members of the Senate and Executive Board must be given two weeks' notice of a mandatory SGA event, when possible.
 - a. Any absence not reported to the SGA Secretary, and/or Chamber Speaker before the meeting or event has occurred will be considered an unexcused absence unless underlying circumstances have occurred.
 - b. Falsification of any information on an official SGA absentee form will automatically result in a referral to the Parliamentarian, and Standards Review Committee, who will then decide if further disciplinary action should be discussed and approved by the Senate.
- D. Members of the Student Government Association should conduct themselves in a manner that reflects a positive light on the Lowndes County/Valdosta community. Members shall:
 - a. Uphold laws of The United States of America, The State of Georgia, and the Lowndes County/Valdosta community.
 - b. Respect all members of the Valdosta community regardless of race, gender, religion, or sexual orientation.
 - c. Uphold all of Valdosta State University's policies, following all included in the Student Handbook and Code of Conduct.
- E. All Active members of the Student Government Association should continually seek to improve the organization. Members shall:
 - a. Seek to be informed and also to keep all members of the Student Government Association informed
 - b. Also seek to keep the student body informed on work or events the Student Government Association may be doing.
 - c. Seek help from constituents on matters involving the Student Government Association.

- d. Search for new opportunities to address and resolve issues that impact the University or the student body.
 - e. Represent their peers to the best of their ability by being involved on campus and serving the student body in any way possible.
 - f. Take the responsibilities of the Student Government Association seriously, and continually seek to do good for all students of Valdosta State University.
 - g. Promote communication between the Student Government Association and administration, faculty/staff, students, and student lead organizations.
 - h. Exercise willingness to respond to any questions or concerns made by any administration, faculty/staff, or students in a timely manner.
 - i. Regularly attend events and programming established by other campus organizations as a Student Government Association representative.
 - j. Display transparency and present information on university and organizational findings and proceedings to the Valdosta State University public.
 - k. Hold the other branch accountable, using their specific authorities outlined by the constitution, and by-laws.
- F. All Student Government Association members have a responsibility to each member and the student body to maintain the appropriate attitude and level of professionalism regarding their duties. Members shall:
- a. Reflect a positive name for the Student Government Association and all of its members.
 - i. This includes correct and appropriate use on member's social media pages.
 - ii. Not act or speak maliciously toward the Valdosta State University Community.
 - 1. This includes student Government Association members, both former and current.
 - 2. This also includes faculty/staff, administration, students, and alumni.
 - b. Preserve an uncompromised level of ethical behavior and honesty in all university settings.

- c. Not establish favors or offer special considerations in exchange for anything of intrinsic or materialistic value.
- d. Not make any decisions or judgments based off of emotion, personal bias, unrelated relationship, assertion, or ignorance, but of fact, student interest, and knowledge of the matter at hand.
- e. Refrain from using organization or university resources, not provided to the general Valdosta State University public, for personal gain and advancement.