

SUBJECT: Code of Ethics and Moral Integrity	POLICY NO: GOV – 2	LAST REVISED: March 25, 2018
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Policy

The effective governance of the Saskatchewan Polytechnic Students' Association Inc. is contingent upon executive and campus council members fulfilling their roles and responsibilities with the highest standards of conduct. Executive and campus council members are expected to conduct themselves in an ethical, legal and professional manner. This expectation includes proper use of authority and appropriate decorum in both group and individual behavior.

Procedure

1. Decorum

All council members shall maintain the integrity, confidence, and the dignity of the office they fill. Courtesy, professionalism and good faith must characterize the conduct of all members toward one another.

- a. Members shall make no disparaging remarks about other members or those members' opinions, save honest and respectful criticism.
- b. Members shall be respectful of any racial, religious, gender, physical and/or mental disability, sexual orientation, or any other differences pertaining to the cultural or individual diversity of others.
- c. Members shall use appropriate language when speaking at meetings. The definition of appropriate language is at the discretion of the chair.
- d. No member shall engage in the recreational use of substances prior to or during an official meeting.
 - i. Exceptions to this rule may occur where executive members are enrolled in a class where the curriculum involves the consumption of alcohol.
- e. No council member shall engage in the use of any illegal substances prior to or during SPSA activities or while they are, in any way, representing or participating in business of the SPSA.
- f. Members should always abide by majority decisions of executive, campus, or general council, or of the board or committee to which they belong, once those decisions are made.

2. Acting Honestly and Observing Laws with Integrity

- a. Council members must never conduct themselves in a dishonest or fraudulent manner in dealing with the public or any committee.
 - i. Members shall not convert nor use to their benefit any property belonging to the SPSA nor shall they commit an act amounting to fraud in relation to the SPSA.
 - ii. Any member who uses SPSA property in contravention of this subsection shall be required to remit to the SPSA any profits or benefits raised by the use of the property.

3. Confidentiality

- a. The SPSA believes that it is important for the effective functioning of the executive and campus councils that all executive or campus council meetings be limited to only the council, the general manager, and designated SPSA employee assigned to take minutes (if required). However, the executive or campus councils must be comfortable entering into discussion and make decisions of a confidential nature without fear of information leak or vulnerability by fellow member or staff, and as such may, from time to time, choose to meet exclusively.

- b. Council members have a positive duty to hold, in strict confidence, all information acquired in the course of their term of office that is declared confidential by the councils or any board or committee which they sit on.
 - c. Except where expressly authorized, no member shall divulge to any person, or use in any way not directly related to the activities of the SPSA, or of any committee, any information designated as confidential.
 - d. No council member shall discuss any information obtained during a confidential meeting or from reading any minutes of a confidential meeting of the executive, campus, or general council or committee with any other member while outside of that meeting.
 - e. With the exception of closed sessions, Sask Polytech will be provided with a non-voting seat on the Students' Association's general council.
4. Attendance
- a. Council members are required to attend all meetings of the SPSA or of the committees to which they belong, unless otherwise excused by the SPSA or the committee.
 - i. Any member is eligible for removal upon absence from three council meetings (executive council, campus council, and/or general council) without notice and just cause given to the chair may be automatically removed from office. The president or appropriate designate shall give written notice of delinquency to the absent council member after two (2) absences.
5. Fulfilling Duties as Required by the Bylaws
- a. All council members shall be responsible for representing the views of the student body without personal bias as a result of conflict of interest and shall perform any and all duties as required by the bylaws or imposed from time-to-time by the SPSA.
 - i. During their term, council members of the SPSA shall be responsible for sitting, voting, and speaking on behalf of the student body.
 - ii. Council members shall be responsible for preparing in advance for each meeting.
 - iii. Council members shall be responsible for acting as liaison between the members they represent and outside parties.
 - iv. Council members shall provide channels for resolving grievances and/or misunderstandings between students, staff, and executive or campus council members.
 - v. Council members shall inform student membership of their rights, privileges and responsibilities and provide support through advocacy.
6. Removal of a Council Member
- a. Council members and nominees must conduct themselves in a manner that is exemplary to other students at Saskatchewan Polytechnic. If an executive or campus council member or nominee:
 - i. violates a campus regulation or Saskatchewan Polytechnic policy;
 - ii. breaches the SPSA bylaws, or an SPSA policy;
 - iii. is found liable in a civil court case; or
 - iv. is convicted of a criminal offence,that person may be removed from council by way of vote of non-confidence or in case of a nominee, have their nomination revoked.