



As members of the Associated Students of Lewis-Clark State College, we agree to hold ourselves to the highest standards of ethical and moral conduct. We expect all ASLCSC members to maintain:

1. Integrity & Honesty

- 1.1. ASLCSC members must act within the guidelines stated in the Student Code of Conduct, Code of Ethics, Constitution, and Bylaws at all times. ASLCSC members are also required to be law-abiding citizens and adhere to all legal standards at the federal, state, and local levels.
- 1.2. ASLCSC members must abide by the ASLCSC Constitution, Bylaws, and Code of Ethics. Any member with an infraction of these is subject to disciplinary action as determined by the Advisor or their designee.
- 1.3. ASLCSC members must keep accurate and complete records. Council members will be communicative with each other and the ASLCSC Advisor about any and all activities done during office hours and any ASLCSC related activities performed outside of office hours. ASLCSC members will record the use of funds accurately and only use funds for purchases that have been approved by the council and Advisor.
- 1.4. ASLCSC members should not use office supplies for personal use.
- 1.5. As our positions are paid through student fees, we as ASLCSC members will act in the best interest of the students, to the best of our ability.
- 1.6. As our fellow students are investing in us, it is our duty to use the funds provided for the benefit of the students, and to fulfill both our duties stated in the Bylaws and other duties as assigned.
- 1.7. Conflict of Interest
  - 1.7.1. ASLCSC members must manage any conflicts of interest or potential conflicts of interest that could affect decision-making. As a council of student leaders, there may be times when a decision is to be made that involves a friend or peer. ASLCSC council members must set aside any conflicts of interest in decision making about other members, granting money, scholarships, events, etc. ASLCSC members should abstain from voting on a matter in which they may have a conflict of interest.

## 2. Professionalism

### 2.1. Punctuality and Attendance

2.1.1. All ASLCSC members are required to attend all meetings and all office hours as scheduled. The Advisor must be notified whenever an ASLCSC member knows they will be absent. The ASLCSC Advisor has the right to require documentation for any absence.

2.1.2. All ASLCSC members are expected to participate in all assigned committees. If a circumstance occurs in which an ASLCSC member is unable to attend their assigned committee, that member should find a replacement ASLCSC member and notify the committee senator.

2.1.3. All ASLCSC members are expected to be on time to meetings, committees, volunteer activities, events, and office hours. Further, all assigned work is to be completed before the deadline given.

### 2.2. Respect

2.2.1. All ASLCSC members are to practice professional behavior in all ASLCSC related settings, including but not limited to open meetings, when speaking with staff and faculty, attending events, and when representing the student body. All ASLCSC members should remember that as student leaders, they are recognizable as such even when not acting under the color of the ASLCSC.

2.2.2. All ASLCSC members should be respectful in language, appearance, and behavior, to other ASLCSC members, students, staff and faculty, and all who interact with the ASLCSC.

2.2.2.1. All ASLCSC members should maintain a professional appearance at the open meetings and when with the State Board of Education (ASLCSC polo shirt or other business casual attire).

### 2.3. Confidentiality

2.3.1. All ASLCSC members must maintain confidentiality when required to do so and should maintain confidentiality when appropriate.

## 3. Leadership

3.1. All ASLCSC members are student leaders. ASLCSC members should help each other develop leadership skills including but not limited to professionalism, communication, public speaking, event planning, recruiting, and ethical decision making.

3.2. All ASLCSC members are expected to work as a team to accomplish tasks as assigned.

Any member of the ASLCSC who violates this code of ethics or engages in any other egregiously offensive conduct or action will be subject to the disciplinary actions outlined in the Bylaws or as determined by the ASLCSC Advisor.