



CODE OF ETHICS

MISSION STATEMENT

The ASWC Senate, as the governing body of the Associated Students of Whittier College, is dedicated to the betterment of the college as an institution and as a member of the broader community. The Senate shall assist on-campus clubs and organizations in creating, promoting and implementing dynamic programs and events that involve students and add value to their educational experience. This body will act as an open forum for students to voice their opinions and desires, always keeping the best interests of the ASWC in mind. In all of its actions, the Senate will serve the students first, with integrity, dedication, responsibility, and humility.

PREAMBLE

The continued development of sound morals and values is a critical element of the College and the ASWC Senate's educational mission. Our commitment to this mission, to each other, and to the expectations that we all share for ourselves and one another is manifested in this Code of Ethics. If this, or any representative body is to be effective, it must be unwavering in its commitment to operating ethically and in the best interest of its constituents. Without the trust of our constituents, we are nothing. This Code of Ethics establishes a framework within which our students, as leaders and examples, have committed themselves to operating. By setting strict rules governing the behavior of all participants in the governmental process at Whittier, this Code of Ethics will help to instill ethical thinking and consciousness into the hearts and minds of the leaders of tomorrow while also helping to restore student trust in governmental and electoral institutions.

ARTICLE I: DEFINITIONS

A. Officer:

- a. Any candidate for office, elected representative of a constituency, any person appointed to serve on the Senate, or other individual affiliated with the Senate in such a way as to have official or unofficial duties as part of the normal ordinary course of business.

B. ASWC Senate

- a. The branches and affiliated agencies that make up the official government of the students of Whittier College. This includes the Senate and all constituent bodies.

ARTICLE II: INFLUENCE

- A. We believe that students seeking public office should expect only to have the responsibility to make decisions for the general good of all students and to serve their constituency to the utmost of their abilities. We believe that this focus on public service is the clearest and most responsible way that we show our commitment to Whittier College.
- B. Gifts
 - a. No Officer shall knowingly use their position on the Senate to solicit any gift or normally unattainable advantage from any individual.
- C. Bribes
 - a. Nor shall any Officer receive anything with the intention or perception that said advantage would influence that or any Official to use their vote, legislative efforts, actions, or any of their other elected or appointed capacities in ways that they would not normally or routinely be used.
- D. Coercion
 - a. No Officer shall use their situational or Constitutionally provided power or influence to force or coerce other Officers to act against their will, conscience, or the regulations of the ASWC Constitution. This includes extortion and blackmail.

ARTICLE III: CONFLICT OF INTEREST

- A. It is understood that most of the students who are involved with the Senate are also involved with other student organizations at Whittier and may be employees by other Whittier College departments or outside companies. This is a practice that we intend to continually encourage in the future. However, as elected and appointed officials and students affiliated with the Senate we must realize our roles as policy-makers and advocates for the entire student body at Whittier College. As the main student-run policy-making organization at Whittier, we must strive to be as fair and impartial as possible. In this context, we are bound to behave responsibly within our roles as Officers, as to maintain the practice and appearance of fairness and impartiality when operating in our capacities as members and officers of other student organizations and employees of other Whittier College departments and outside companies.
- B. Misuse of Property
 - a. No Officer shall use Senate assets, including but not limited to office supplies, equipment, the office, and the Senate name for excess personal gain. These items and premises are furnished and intended only for authorized activities and purposes involving the public affairs of the students of Whittier College. Exceptions will be granted, in writing, at the discretion of the student body President and will be limited to activities that do not interfere with other activities of the Senate or the assets in question.
- C. Ethical Representation

- a. No Officer shall represent or appear to represent another student group, an outside company, or any other entity to the Senate or any of its affiliated bodies in such a way as to gain, funding, preference, or any other advantages which are not guaranteed by the normal and ordinary course of business of the Senate or any of its affiliated bodies.

ARTICLE IV: ELECTIONS AND OTHER POLITICAL ACTIVITY

- A. The election is the most fragile, yet politically heated time of the year for the Senate. It is important that, during this time of transition, the candidates and Officers refrain from activity that will reflect poorly on the legitimacy of the Senate. In our efforts to continue to build upon the student body's trust in the Senate, we must hold ourselves to a high level of professionalism in realizing that every individual's actions are seen and understood as the actions of the Senate. As we honor ourselves, we honor the ASWC and the Senate. As we disgrace ourselves, we disgrace them as well. Every Official must strive earnestly to be worthy of the trust reposed in him or her for the better of the reputation and effectiveness of the Senate.
- B. Voter Influence
 - a. No Officer shall improperly solicit or be a party to any unauthorized solicitation of votes, unauthorized donations, or other political manipulations during the elections of affecting the outcome thereof. This includes, but is not limited to any distribution of gifts, favors, or any other advantage to potential votes, the offering of appointed positions or other advantages upon being elected, or any other deviation from the ASWC Election Code, or any other activity that encourages potential votes, campaign workers, or other officials to behave differently than they had intended or based on factors not directly relating to the merits of the candidate and his or her ability to effectively serve the students of Whittier College.

Whittier College has historically provided the following services and facilities to the ASWC at no charge.

Whittier College has offered the following to the ASWC:

Accounting: The ASWC has several accounts managed by the Business Office of the college. In addition, each club and organization that is recognized and registered on campus also has an account on campus that is managed by the Business Office. The Business Office provides a monthly statement of the accounts to the appropriate account managers.

Transactions: The Business Offices processes deposits and withdrawals for these ASWC accounts.

Facilities: The ASWC is allowed to reserve spaces on campus for use in meetings, programs, and elections, and other activities. In addition, the Council of Representatives, which serves as the elected governing body for the ASWC, is allowed to use one space in the Student Union for its office. There is no cost to the ASWC for the services provided with the facilities, such as Internet access, electricity, heating/cooling, and campus phone service.

Maintenance: Standard housekeeping and maintenance is provided to all spaces used by the ASWC, including the COR office.

Collection of fees: Whittier College collects a fee of \$100 from all students on behalf of the ASWC. The funds are then divided between the ASWC accounts and Publications Board (60%, 40%).

Coverage for insurance: The registered and approved events of the ASWC are covered through the college's liability insurance. In addition, new pilot programs such as the COR Car will also be covered under the college's automobile and liability policies.

Programmatic support: Members of the ASWC receive advice and assistance in the planning of all programs that take place on campus. In addition, media equipment, tables, chairs, and other College-owned equipment is set-up and used by the members of the ASWC for no fee.

In exchange for these services, Whittier College expects the following:

Advisement: Two advisors are appointed to advise the Council of Representatives and the ASWC on issues related to college procedure, liability, program planning, ethical government, project management, leadership development, Robert's Rules of Order and other significant factors or organizational management. While neither advisor is an expert on legal issues, it is expected that advisors will offer common-sense advice to the ASWC and Council of Representatives when it appears that a proposal may not be legal (such as a program that involves under-age drinking).

The administrative advisor shall be appointed by the Dean of Students. The administrative advisor shall have the authority to disburse funds approved by the Council of Representatives in a manner that is consistent with policies and procedures established by the Business Office. The faculty advisor shall be appointed by the Faculty Executive Committee. Advisors have a right to

modify or cancel programs in development if they pose a grave health or safety danger to the students involved.

Compliance: The ASWC and Council of Representatives must be in compliance with rules, regulations and procedures applicable to all departments, organizations and staff at Whittier College. In addition, the ASWC and Council of Representatives will be held to standards for programming, safety, and risk management established by the Office of Student Activities. The ASWC and Council of Representatives must also be in compliance with local, state and federal laws, including, but not limited to those that govern fair and equal access to leadership opportunities, Title IX, and other mandates.

Filings: The ASWC and Council of Representatives are to file paperwork required to maintain its non-profit status on an annual basis. The forms may include those required by the State of California and also the federal government

Ethical behavior: Whittier College expects the highest standard of ethical behavior from the ASWC. The Council of Representatives is expected to consult with and receive approval from the legislative branch of the council on issues including, but not limited, to personnel matters, financial appropriations and expenditures, policies, and regulations governing the administration of funds, elections, and other matters of policy. The ASWC Constitution and by-laws provide the guiding principles for fair and equitable governance, with Robert's Rules of Order providing a structure for ASWC business.

Revision Dates: _____