

607.2.5 - A runoff election will be held for a Senate seat in the event of an absolute, equal tie for said seat.

## **608 – REFERENDA**

**608.1** – All referenda must be placed on the ballot by a two-thirds vote of the Senate or by petition of at least 15% of the fee-paying students of the University at Albany. The Senate shall refer to the relevant sections of the Finance Policy in setting up a referendum.

**608.2** – All referenda will be conducted according to the procedure for regular elections.

## **609 – AVAILABILITY**

**609.1** – These regulations will be well publicized.

609.1.1 – The regulations are available in the Student Association Office, on the SA website, and directly from the Elections Commission.

## **610 – ETHICS**

**610.1** – The ethics policy is in place to make sure that all candidates act ethically during the Student Association election process.

610.1.1 – Unethical behavior is defined, in this sense, as any action that serves to interfere with another candidates’ campaigning of the Student Association election process.

610.1.2 – It is the responsibility and duty of every candidate and all SA officials to report any unethical (or suspicion of unethical behavior) to the Elections Commission as so to address the issue in a prompt and ordered manner.

610.1.3 – The Commission will make this information readily available to candidates in the form of the Elections Guidelines and potential sanctions sheet.

## **ETHICS POLICY**

### **700 – DEFINITIONS**

**700.1** - All Student Association members shall adhere to the following Ethics Policy.

700.1.1 – “Committee on Ethics” – is defined as the Committee on Ethics created under bylaw 207.

700.1.2 – “Officials of the Student Association” – is defined as all officials, officers, employees, and positions of the Student Association.

700.1.3 – “Student Association Official or implied by ‘Official’” - is defined as an official, officer, employee, or position of the Student Association.

700.1.4 – “Conflict of Interest” - is defined as when a Student Association official obtains or attempts to obtain, knowingly or unknowingly, a direct or indirect pecuniary, material, or non-material benefit as a result of an action taken in their official Student Association office, position, or position of employment in which such Student Association official serves.

700.1.5 – “Interest” - is defined as a participation, connection, or involvement of any sort, whether direct or indirect, pecuniary, material, or non-material, which may result in a benefit.

700.1.6 – “Affiliation” - is defined as the state or relation of being closely associated or affiliated with a particular person, group, party, company, entity, body, etc.

700.1.7 – “Integrity” - is defined as the state of being honest, having strong moral principles, and adherence to the Ethics Code.

700.1.8 – “Business and Government Ethics” - is defined as avoiding unethical behavior, making successful efforts of remaining moral and just, and not engaging in behavior that abuses the powers and responsibilities of one’s position.

700.1.9 – “Confidential Information” - is defined as any information which by law or practice is not available to the public or unauthorized officials of the Student Association.

700.1.10 – “Contract” - is defined as any claim, account, or demand against or agreement with the Student Association or an individual in their official Student Association position capacity, express or implied.

700.1.11 – “Official Act or Action” - is defined as any legislative act or action, quasi-legislative act or action, administrative act or action, quasi-judicial act or action, judicial act or action, appointive act or action, formal (when acting within the realms of one’s office) act or action, discretionary act or action, motion, or vote of a Student Association Official or a Student Association body.

700.1.12 – “Record” - is defined as any written account of acts, actions, sessions, meetings, proceedings, or hearings in the Student Association.

700.1.13 – “Records” - is defined as legislation, bills, laws, documents of the Student Association and written accounts of acts, actions, sessions, meetings, proceedings, or hearings in the Student Association.

700.1.14 – “Student Association body or body” - is defined as the Student Association or any collective body, branch, board, commission, committee, court, department, unit, office, or agency thereof.

700.1.15 – “Ethical Record” - is defined as the official file, held by the Committee on Ethics and the Senate, containing details of any unethical offences committed by an individual Student Association official and violation levels attached to that said official’s record.

700.1.16 – “Breach of Conduct Form” – is defined as the form that is submitted when any officer, official, or employee of the Student Association be suspected of being in violation of the Ethics Code; this form may also be referred to as an “Ethics Complaint.”

700.1.17 – “Student Association” - is defined as The Student Association at The State University at Albany, Inc. and may be referred to as “SA.”

700.1.18 – All words, terms, and terminology that arise during breach of conduct form reviews, investigations, and hearings within the Committee on Ethics and words, terms, and terminology in the Ethics Code that are not defined in this section of bylaws may be up to interpretation at the determination of the Committee on Ethics after official deliberation and decision.

700.1.18.1 – If a decision made by the Committee on Ethics or subsequent involved bodies using interpreted definitions of words, terms, or terminology, as prescribed in bylaw 700.1.17, is appealed to the Supreme Court then the Supreme Court will hold the right to make the official interpretation of the specific definitions of the words, terms, or terminology used in the case as they hold the sole authority to interpret the bylaws.

## **701 – THE CODE OF ETHICS**

**701.1-** All officials of the Student Association will adhere to the following Ethics Code:

701.1.1 - Act with integrity, including being honest and candid while still maintaining a professional, work, and business climate.

701.1.2 - Observe and fully adhere to applicable University and governmental laws, rules, policies, and regulations.

701.1.3 - Comply with the requirements of applicable Student Association policies in the maintenance of a high standard of accuracy and completeness in the Student Association records. No obstruction or falsifying of records, whether purposeful or accidental, will be allowed under any circumstances.

701.1.4 - Comply with Student Association policies regarding disclosures in regulatory filings and other public communications by and/or with the Student Association. Not filing disclosures truthfully and/or to the best of one’s abilities will not be allowed under any circumstances.

701.1.5 - Adhere to a high standard of business and government ethics and not seek competitive advantage through unlawful, corrupt, or unethical business practices.

701.1.6 - Adhere to the applicable code of conduct outlined in the Student Association Senator Responsibilities Contract and/or the Student Association Employee Handbook, and/or any additional contracts, handbooks, legal obligations, agreements that a Student Association official agrees upon.

701.1.7 – No Student Association Official shall have any interest, financial or otherwise, direct or indirect, engage in any act or action which conflicts with, or might reasonably tend to conflict with, the proper discharge of their duties in the public interest. These

interests may be disclosed through mandated or voluntary means and may be found by investigation.

701.1.8 – No Student Association Official shall represent any student group/organization interests that are inherently personal before any Student Association body while acting in the official capacity of their position.

701.1.9 – No Student Association Official shall accept any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, from any person, body, or organization which is interested directly or indirectly in any manner whatsoever, in dealings and decisions with the Student Association or under circumstances in which it could reasonably be inferred that the gift was intended to influence them or could reasonably be expected to influence them in the performance of their official duties or was intended as a reward for any official action on their part.

701.1.10 – No Student Association Official shall give any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, to another Student Association Official or Student Association Body or under the circumstances where it could be expected to influence them in the performance of their official duties/powers or was intended as a reward for any official action on their part.

701.1.11 – No Student Association Official shall disclose any confidential information whatsoever or use confidential information to further their personal interests or the personal interests of others.

701.1.12 – No Student Association Official shall use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others or grant any special consideration, treatment, or advantage to any undergraduate students beyond that which is available to every other undergraduate student.

701.1.13 – No Student Association Official shall, by their conduct, give reasonable basis for the impression that any person can unduly influence them or improperly enjoy their favor in the performance of their official duties or that they are affected by the kinship, rank, position, or influence of any party or person.

701.1.14 – No Student Association Official shall request or permit the use of Student Association materials or property for personal convenience or profit.

701.1.15 – All Student Association Officials shall hold the Code of Ethics to the highest possible standard and abide by it to the best of their abilities.

**702.1** – Any Student Association Official(s) that are found guilty of breaching and/or violating the Ethics Code, any section of the Ethics Code, or multiple sections of the Ethics Code will be subject to having one of the following three violation levels added to their ethical record:

702.1.1 – Level One (1) Violation.

702.1.2 – Level Two (2) Violation.

702.1.3 - Level Three (3) Violation.

702.2 – The power to recommend a violation level to an individual official, officials, or body will be vested in a simple majority vote of the Committee on Ethics.

702.2.1 – A recommendation can be formed by the person(s) submitting a breach of conduct form, a member of the Committee on Ethics, or the Chair of the Committee on Ethics.

702.2.1.1 – If a breach of conduct form is submitted against the Chair of the Committee on Ethics, then the Committee on Ethics Chair shall formally report this to the members of the Committee on Ethics.

702.2.1.1.1 – In the case prescribed in Bylaw 702.2.1.1, the Committee on Ethics shall hold the right to convene and review the breach of conduct form submitted against the Chair of the Committee on Ethics; the Chair of the Committee on Ethics shall be barred from attending any meeting pertaining to their breach of conduct form or the possible investigation into them.

702.2.1.1.1.1 – During this/these meeting(s), prescribed in 702.2.1.1.1, the Committee on Ethics, with a majority vote or unanimous consent, shall select a member of the Committee to be the presiding officer for this/these specific meeting(s).

702.2.1.1.2 – No other business shall be reviewed, discussed, or acted on by the Committee on Ethics besides the business of the breach of conduct form(s) submitted against the Chair of the Committee on Ethics.

702.2.1.2 - If a breach of conduct form is submitted against a member or member(s) of the Committee on Ethics, then the Committee on Ethics Chair shall formally report this to all of the members of the Committee on Ethics.

702.2.1.2.1 – When the Committee on Ethics convenes to review the breach of conduct forms submitted against the member or member(s), prescribed in Bylaw 702.2.1.2, then that said member or those said member(s) shall be barred from attending that/these meeting(s), however, no other business shall be reviewed, discussed, or acted on by the Committee on Ethics besides the business of the breach of conduct form(s) submitted against that said member or those said member(s) of the Committee on Ethics.

702.2.2 – A recommendation for a violation will be voted on and presented in the form of a bill.

702.2.2.1 – If the Committee on Ethics is voting on a recommendation bill in executive session, then the name of the individual official, officials, or body in question shall be mentioned by name.

702.2.2.2 – If the Committee on Ethics is voting on a recommendation bill in a public session, then the name of the individual official, officials, or body in question shall not be mentioned by name.

702.2.2.2.1 – In the case outlined by Bylaw 702.2.2.2, the bill will reference an individual official as “Person X.”

702.2.2.2.2 – In the case outlined by Bylaw 702.2.2.2 and in the case that multiple officials are mentioned on the bill/memorandum, the bill/memorandum will reference the first person as “Person X,” the second person as “Person Y,” the third person as “Person Z.”

702.2.2.2.2.1 – If there are more than three officials/persons mentioned in the bill/memorandum this shall be the reference classifications order starting with the fourth person mentioned in a bill/memorandum:

702.2.2.2.2.1.1 – “Person A”

702.2.2.2.2.1.2 – “Person B”

702.2.2.2.2.1.3 – “Person C”

702.2.2.2.2.1.4 – “Person D”

702.2.2.2.2.1.5 – “Person E”

702.2.2.2.2.1.6 – “Person F”

702.2.2.2.2.1.7 – “Person G”

702.2.2.2.2.1.8 – “Person H”

702.2.2.2.2.1.9 – “Person I”

702.2.2.2.2.1.10 – “Person J”

702.2.2.2.2.1.11 – “Person K”

702.2.2.2.2.1.12 – “Person L”

702.2.2.2.2.1.13 – “Person M”

702.2.2.2.2.1.14 – “Person N”

702.2.2.2.2.1.15 – “Person O”

702.2.2.2.2.1.16 – “Person P”

702.2.2.2.2.1.17 – “Person Q”

702.2.2.2.2.1.18 – “Person R”

702.2.2.2.2.1.19 – “Person S”

702.2.2.2.1.20 – “Person T”

702.2.2.2.1.21 – “Person U”

702.2.2.2.1.22 – “Person V”

702.2.2.2.1.23 – “Person W”

702.2.2.2.1.23.1 – If there are more than twenty-six (26) persons mentioned in a recommendation bill/memorandum, then the twenty-seventh (27th) person will be referred to as “Person XX,” the twenty-eighth (28th) person will be referred to as “Person YY,” the twenty-ninth (29th) person will be referred to as “Person ZZ,” and any additional persons mentioned following thereafter will follow the structure outlined in Bylaws 702.2.2.2.1.1 through 702.2.2.2.1.23, with the only difference being the letters are doubled.

702.2.2.2.1.23.1.1 – Persons following “Person WW” shall follow the same classification reference structure, outlined in Bylaw 702.2.2.2 and its respective subsections, with the only difference being the letters are tripled.

702.2.2.2.1.23.1.2 – Persons following “Person WWW” shall follow the same classification reference structure, outlined in Bylaw 702.2.2.2 and its respective subsections, with the only difference being the letters are quadrupled.

702.2.2.2.1.23.1.3 – Additional Persons following “Person WWWW” shall be referred to as any combination of letters that the Ethics subcommittee sees fit.

702.2.2.2.3 - In the case outlined by Bylaw 702.2.2.2, the bill will reference a body as “Body X.”

702.2.2.2.3.1 – In the case that multiple bodies are mentioned in a recommendation bill/memorandum, then additional bodies will follow classification reference structure outlined in Bylaw 702.2.2.2.2 and its respective subsections, with the only difference being the word ‘person’ will be replaced with the word ‘body.’

702.2.3 – If the recommendation, in the form of a bill, is passed by the Committee on Ethics, the Chair of the Committee on Ethics will send the recommendation bill to the Chair of the Senate to be presented to the Student Association Senate at the next available Senate meeting.

702.2.3.1 – When the Senate is voting on a recommendation bill, whether the Senate be convened in an executive session or a public session, the name of the individual official, officials, or body in question shall never be mentioned by name(s).

702.2.3.1.1 – The name classification of the individual official, officials, or body shall follow the same classification reference structure, outlined in Bylaw 702.2.2.2.2 and its respective subsections.

702.2.4 – The recommendation will be presented to Senate in the form of a bill, that will be presented, questioned, and debated; this bill shall be sponsored by the Chair of the Committee on Ethics and may be cosponsored by members of the Committee on Ethics.

702.2.4.1 – The power to approve a recommendation bill will be vested in a simple majority vote of the Senators voting and present in a Senate meeting.

702.2.5 – If approved, the recommendation bill will be sent to the desk of the Student Association President.

702.2.5.1 – The President may sign the bill, allow the section 3, subsection 1, sentence 3 of the Student Association Constitution enact the bill, or veto the bill.

702.2.5.1.1 – The Senate may override a President’s veto with a two-thirds (2/3) majority vote.

702.2.5.1.2 – The Ethics Subcommittee will make the determination of whether or not the Student Association President holds a potential conflict of interest with signing a bill or vetoing a bill before they send it to the Chair of the Senate to be placed on the Senate floor.

702.2.5.1.2.1 – In the case outlined by Bylaw 702.2.5.1.2, the bill shall become subject to the action of the Student Association Vice President.



702.2.5.1.2.1.1 - The Vice President may sign the bill, allow the section 3, subsection 1, sentence 3 of the Student Association Constitution enact the bill, or veto the bill.

702.2.5.1.2.1.2 – In the case of a veto from the Vice President, prescribed in Bylaw 702.2.5.1.2.1.1, the Senate may override the Vice President’s veto with a two-thirds (2/3) majority vote.

702.2.5.1.3 – If the Committee on Ethics makes the determination that the Student Association President and Student Association Vice President both hold a potential conflict of interest with signing a bill or vetoing a bill then the bill will become enacted six (6) days after its passage through Senate.

702.2.5.1.3.1 – This determination, prescribed in Bylaw 702.2.5.1.2 and Bylaw 702.2.5.1.3, will be made by a simple majority vote of the Committee on Ethics immediately following the passage of the recommendation bill thereof.

702.2.6 – When a recommendation bill is enacted, the appropriate Violation Level will be added to the Student Association Official(s)’ Ethical Record by the Chair of the Committee on Ethics.

702.2.6.1 – Once a recommendation bill is enacted, the person(s) in question shall be made public.

702.2.6.1.1 – This public information may be reported by the Chair of the Committee on Ethics at any time following the recommendation bill’s enactment.

702.2.6.1.2 – This public information shall be provided by the Ethic Committee Chair to a member of the public if requested upon.

702.2.6.1.3 – This public information shall be provided by the Ethics Committee Chair to an official of the Student Association if requested upon.

702.2.6.2 – In the instance when a Student Association Body is found in violation of breaching the Ethics Code and their recommendation bill is enacted, the violation level stated in the bill will fall equally on each individual member of the body.

702.2.7 – Any additional recommendations/sanctions/punishments/penalties, other than the Violation Levels, will be overseen and enforced by the Chair of the Senate.

702.2.7.1 – In the case that the Chair of the Senate is the Official in question, then the power to oversee and enforce additional recommendations, other than the Violation Levels, will be vested in the Chair of the Ethics Committee.

702.3 – The Ethics Committee holds the privilege of determining what breaches of ethical conduct equal what Violation Level/additional recommendations/additional sanctions with formal deliberation and decision, however, the Ethics Committee is bound to the precedent they set with formal, official decisions they make and formal, official recommendations they give within the current academic year.

702.3.1 – The Ethics Committee may utilize past year's precedents or use their present-mind-opinions on the matters discussed involving Violation Levels and/or any additional recommendations.

702.3.1.1 – Past-years-precedents, when it relates to decisions made related to ethics and all that it encompasses, may be archived within the Ethical Records in possession of the Senate Chair and the Ethics Committee Chair as prescribed in Bylaw 702.4.1.

702.3.1.2 – This archival of past-years-precedents shall, if utilized, start being documented starting three (3) days after the passage of S.2021-149

702.4 – Violation Levels enacted by the Student Association Senate will stay on Student Association Officials Ethical Records for the entirety of their Student Association careers.

702.4.1 – The Ethical Records of all Student Association Officials will be in the possession of the Chair of the Senate and the Chair of the Ethics Committee.

702.4.1.1 – The Chair of the Senate will be entrusted with transmitting the Ethical Records of all Student Association Officials to the newly elected Chair of the Senate at the end of the academic year, and that new Chair of the Senate will be entrusted with transmitting the Ethical Records of all Student Association Officials to the next Chair of the Ethics Committee once they are nominated and Senate approved.

702.4.2 – These Ethical records will be public.

702.5 – All Student Association Officials start with a Level Zero (0) on their Ethical Record when they begin their service with the Student Association.

702.5.1 – Violations Levels will add-up when they are enacted upon an official's Ethical Record.

702.5.2 – A Level One (1) Violation will result in a Level One (1) on an official's ethical record.

702.5.3 – A Level Two (2) Violation will result in a Level Two (2) on an official’s ethical record.

702.5.4 – A Level Three (3) Violation will result in a Level Three (3) on an official’s ethical record.702.5.5 – A Level One (1) Violation plus an already existing Level One (1) ethical record equals a Level Two (2) on an official’s ethical record.

702.5.6 – A Level One (1) Violation plus an already existing Level Two (2) ethical record equals a Level Three (3) on an official’s ethical record.

702.5.7 – A Level Two (2) Violation plus an already existing Level One (1) ethical record equals a Level Three (3) on an official’s ethical record.

702.5.8 – A Level Two (2) Violation plus an already existing Level Two (2) ethical record equals a Level Three (3) on an official’s ethical record.

702.5.9 – A Level Three (3) Violation plus an already existing Level One (1) ethical record equals a Level Three (3) on an official’s ethical record.

702.5.10 – A Level Three (3) Violation plus an already existing Level Two (2) ethical record equals a Level Three (3) on an official’s ethical record.

## **703 – SANCTIONS**

**703.1** – Bylaw 702.3 states that when the Ethics Committee is deliberating upon an ethics violation recommendation bill the “Ethics Committee holds the privilege of determining what breaches of ethical conduct equal what Violation Level/additional recommendations/additional sanctions with formal deliberation and decision, however, the Ethics Committee is bound to the precedent they set with formal, official decisions they make and formal, official recommendations they give within the current academic year,” and Bylaw 702.3.1 states that “The Ethics Committee may utilize past-years-precedents or use their present-mind-opinions on the matters discussed involving Violation Levels and/or any additional recommendations.”

703.2 – Sanctions by Violation Level:

703.2.1 – LEVEL ONE VIOLATION: The following sanctions may be imposed, if applicable and deemed necessary by the Ethics Committee, when enacting a Level One (1) Violation upon an Official’s ethical record:

703.2.1.1 – A mandated formal apology to person(s) and/or body/bodies.

703.2.1.2 – A mandated public apology.

703.2.1.3 – A revoke of an official’s vote in the matter related to the Ethics violation.

703.2.1.3.1 – This sanction shall only be imposed if legally and realistically possible.

703.2.1.4 – A public censure.

703.2.1.5 – The mandated return of property or profit made during the matter related to the Ethics violation.

703.2.1.6 – Any and all other sanctions that are applicable, are deemed viable by the Ethics Subcommittee, in accordance with the Student Association Bylaws, in accordance with the Student Association Constitution, and within the jurisdiction of the Student Association.

703.2.2 – LEVEL TWO VIOLATION: The following sanctions may be imposed, if applicable and deemed necessary by the Ethics Committee, when enacting a Level Two (2) Violation upon an Official's ethical record:

703.2.2.1 – A mandated formal apology to person(s) and/or body/bodies.

703.2.2.2 – A mandated public apology.

703.2.2.3 – A revoke of an official's vote in the matter related to the Ethics violation.

703.2.2.3.1 – This sanction shall only be imposed if legally and realistically possible.

703.2.2.4 – A public censure.

703.2.2.5 – The mandated return of property or profit made during the matter related to the Ethics violation.

703.2.2.6 – The temporary freezing of an official's stipend.

703.2.2.6.1 – This sanction shall come in the form of an official request by the Chair of the Senate or, in some cases, the Chair of the Ethics Committee to the Comptroller as prescribed in Bylaw 702.2.7 and Bylaw 702.2.7.1.

703.2.2.7 – The permanent freeze of an official's stipend.

703.2.2.7.1 - This sanction shall come in the form of an official request by the Chair of the Senate or, in some cases, the Chair of the Ethics Committee to the Comptroller as prescribed in Bylaw 702.2.7 and Bylaw 702.2.7.1.

703.2.2.7.2 – This permanent freeze shall come to an end only in two cases:

703.2.2.7.2.1 – This action is reversed by an equal action or supreme action.

703.2.2.7.2.2 – This official's position is filled by a new person.

703.2.2.8 – Mandated campus community participation.

703.2.2.8.1 – Hours and requirements of community participation shall be determined by the Ethics Committee after formal deliberation and included in the recommendation bill.

703.2.2.8.2 – The tasks and duties of service shall be determined and directed by the Senate Committee on Community Engagement and Outreach; if the sanctioned body is the Senate Committee on Community Engagement and Outreach, then the tasks and duties of service shall be determined and directed by the Senate Committee on Constituent Relations.

703.2.2.8.2.1 – One of the requirements of community participation may be attending student group meetings, events, and/or programs, similar to the required service for Community Engagement and Outreach Committee Senators and Constituent Relations Committee Senators outlined in Bylaw 201.4.1.

703.2.2.8.2.2 – After the event(s)/meeting(s) attended by the sanctioned official is complete, a memo must be submitted to the Chair of the Ethics Committee and the Chair of the Senate.

703.2.2.9 – Temporary removal of ex-officio status from a body.

703.2.2.10 – Any and all other sanctions that are applicable, are deemed viable by the Ethics Committee, in accordance with the Student Association Bylaws, in accordance with the Student Association Constitution, and within the jurisdiction of the Student Association.

703.2.3 – LEVEL THREE VIOLATION: The following sanctions may be imposed, if applicable and deemed necessary by the Ethics Committee, when enacting a Level Three (3) Violation upon an Official's ethical record:

703.2.3.1 – A mandated formal apology to person(s) and/or body/bodies.

703.2.3.2 – A mandated public apology.

703.2.3.3 – A revoke of an official's vote in the matter related to the Ethics violation.

703.2.3.3.1 – This sanction shall only be imposed if legally and realistically possible.

703.2.3.4 – A public censure.

703.2.3.5 – The mandated return of property or profit made during the matter related to the Ethics violation.

703.2.2.6 – Mandated campus community participation.

703.2.2.6.1 – Hours and requirements of community participation shall be determined by the Ethics Committee after formal deliberation and included in the recommendation bill.

703.2.2.6.2 – The tasks and duties of service shall be determined and directed by the Senate Committee on Community Engagement and Outreach; if the sanctioned body is the Senate Committee on Community Engagement and Outreach, then the tasks and duties of service shall be determined and directed by the Senate Committee on Constituent Relations.

703.2.2.6.2.1 – One of the requirements of community participation may be attending student group meetings, events, and/or programs, similar to the required service for Community Engagement and Outreach Committee Senators and Constituent Relations Committee Senators outlined in Bylaw 201.4.1.

703.2.2.6.2.2 – After the event(s)/meeting(s) attended by the sanctioned official is complete, a memo must be submitted to the Chair of the Ethics Committee and the Chair of the Senate.

703.2.2.7 – Temporary removal of ex-officio status from a body.

703.2.3.8 – Any and all other sanctions that are applicable, are deemed viable by the Ethics Committee, in accordance with the Student Association Bylaws, in accordance with the Student Association Constitution, and within the jurisdiction of the Student Association.

703.2.4 – LEVEL THREE VIOLATION CONTINUED: The following sanctions will and must be imposed when enacting a Level Three (3) Violation upon an Official's record, or when a Level One (1) Violation is enacted upon an Official's record which raises their Ethical Record to a Level Three (3), or when a Level Two (2) Violation is enacted upon an Official's record which raises their Ethical Record to a Level Three (3):

703.2.4.1 – The Impeachment and Removal of the Student Association Official in question.

703.3 – Confidential Information:

703.3.1 - Any Student Association Official who is found in violation of disclosing any confidential information whatsoever or uses confidential information to further their personal interests or the personal interests of others (Bylaw 701.1.11 of the Code of Ethics) shall be sanctioned a Level Two (2) Ethics Violation at the very least.

703.4 – If any Student Association Official fails to comply (within a timely manner or by a deadline officially set by a given sanction) with the sanctions imposed upon them due to their violation of the Code of Ethics or as a result of their current Ethical Record Level, then one of three actions must be taken and/or two of three actions may be taken and/or three of three actions may be taken:

703.4.1 – Enact another ethics violation against the Student Association Official in question.

703.4.2 – Formally request the resignation of the Student Association Official in question.

703.4.3 – Pursue the Impeachment and Removal of the Student Association Official in question.

## **704 – ETHICAL OPINIONS**

**704.1** – Any Student Association Official seeking an ethical opinion prior to conducting an action that may breach the Ethics Code or seeking an answer to a question on the Ethics Code may formally request an ethical opinion from the Ethics Committee.

704.1.1 – Any Student Association Official seeking an ethical opinion or answer to a question will formally contact the Chair of the Ethics Committee to register a formal request.

704.1.2 – The Chair of the Ethics Committee will provide the ethical opinion or answer within three (3) business days after the request.

704.1.2.1 – In the case of emergency situations, to protect the ethical integrity of the Student Association, the Chair of the Ethics Committee may be required to provide the opinion or answer at an earlier time.

704.1.2.2 – In the case of extenuating circumstances where the Chair of the Ethics Committee is unavailable for a period of at least three (3) business days, the Ranking Member of the Ethics Committee shall provide the ethical opinions during that period of time.

704.1.3 – The Chair of the Ethics Committee will have the responsibility of providing the ethical opinions/answers and will have the right to not consult the Ethics Committee if the ethical opinion/answer is clearly defined in law or well-known precedent.

704.1.3.1 – If the ethical opinion/answer is not clearly defined in law or is a well-known precedent then the Chair of the Ethics Committee must formally consult the Ethics Committee before providing the official ethical opinion/answer.

704.1.3.1.1 – Any interpretations made for the purposes of providing an ethical opinion may be superseded by a decision of the Supreme Court in a case with a similar question to the interpretation of the Ethics Committee or the Ethics Committee Chair made for a formal ethical opinion.

## **705 – DISTRIBUTION**

**705.1** – Distribution of Ethics Code

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705.1.1 – The Chair of the Senate will cause a copy of the Code of Ethics (Section 701 of these bylaws and all subsections below it) to be distributed to every official of the Student Association by the 4<sup>th</sup> week of the semester in at least two (2) of the following ways:

705.1.1.1 – Every Student Association Official receives a physical copy of the Code of Ethics

705.1.1.2 – The Code of Ethics be available on My Involvement and the Student Association's primary online platform

705.1.1.3 – The Code of Ethics largely, visibly displayed in the Student Association Office.

705.1.2 – If there are amendments/changes to the code of Ethics (Section 701 of these bylaws and all subsections below it) during the academic year then the Chair of the Senate will re-distribute the Code of Ethics in at least two (2) of the ways, prescribed in the bylaws 705.1.1.1, 705.1.1.2, 705.1.1.3, they previously used.

## **706 – UNIQUE SITUATIONS AND CIRCUMSTANCES**

**706.1** - In the case that an ethics complaint is filed against the entire Ethics Committee body then the following process will be followed:

706.1.1 – The ethics complaint shall be formally and promptly delivered from the Chair of the Ethics Committee to the Chair of the Senate.

706.1.1.1 – If the Chair of the Senate is also included on this Ethics complaint, then it shall be formally sent from the Chair of the Ethics Committee to the Vice Chair of the Senate

706.1.1.2 – If the Chair of the Senate and the Vice Chair of the Senate are both also included on this Ethics complaint then it shall be formally sent from the Chair of the Ethics Committee to the next Committee Chair eligible listed on the line of succession outlined in Bylaw 200.7.3.

706.1.1.3 – If that line of succession is exhausted, then the Ethics Complaint shall be formally sent from the Chair of the Ethics Committee to the most senior member of the Student Association Senate.

706.1.2 – Once the Chair of the Senate (or the appropriate official prescribed in Bylaws 706.1.1.1, 706.1.1.2, and 706.1.1.3) receives this Ethics complaint then the following shall promptly be done:

706.1.3 – Inform the Senate body.

706.1.4 – Appoint five (5) Senators to be temporary, acting members of a Special Acting Ethics Subcommittee.

706.1.4.1 – These appointments shall come in the form of a bill to be heard by the Senate.



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706.1.4.1.1 – The power to approve these appointments shall be vested in a simple majority vote of the Senate.

706.1.4.2 – These Senators shall be separated from any conflict of interest in regard to the specific case at hand.

706.1.5 – Once approved, this Special Acting Ethics Committee shall conduct a proper review and possible investigation into the matter presented in the Ethics Complaint.

706.1.6 – This Special Acting Ethics Committee shall dissolve, and the acting members shall be relieved of their duties as acting members of this Special Acting Ethics Committee at the conclusion of their review and possible investigation of the Ethics Committee.

706.1.6.1 – Any violations or sanctions recommended by this Special Acting Ethics Committee shall be presented and carried out by the Chair of the Senate.

706.1.6.1.1 – In the case where the Chair of the Senate is found in violation, then a similar line of succession outlined in Bylaws 706.1.1.1, 706.1.1.2, and 706.1.1.3 will be followed to determine who carries out the violations and/or sanctions.