



## **Executive Code of Conduct**

# **University of Iowa Undergraduate Student Government**

**Last Update: January 22<sup>nd</sup>, 2025**

## **I. Introduction**

- a. This Executive Code of Conduct, made and entered into upon submission of this form, outlines the expectations and requirements that justify payment and continued employment for all members of the Undergraduate Student Government's Executive Branch. This document is authored and revised annually by the Chief(s) of Staff in their role as conduct officer(s) for the Executive Branch. In addition to the general responsibilities and definitions described in this document, all Executives are beholden to the specific requirements of their respective positions, as written in the Undergraduate Student Government Constitution and Bylaws. This document also outlines the processes of Resignation and measures of accountability, including Conduct Meetings and Removal.

## **II. Definitions and Acronyms**

- a. Branch Leadership: The leadership of the three branches that make up USG (Executive, Legislative, and Judicial).
- b. Campus Partner: An office, division, department, or employee that is external to USG but associated with the University of Iowa.
- c. Chief(s) of Staff: The combined Internal and External Chiefs of Staff though can also be one role/individual. The Chief(s) of Staff serve as the conduct officers for the Executive Branch.
- d. Conduct Meeting: A meeting between the Chief(s) of Staff and an Executive to address specific issues regarding the Executive's conduct. See Section VI. "Conduct Meetings" for additional details.
- e. Executives: Members of the Executive Branch, including the President, Vice President, Chief(s) of Staff, Directors, Deputy Directors, City Liaisons, and Social Media Managers. Overseen by Executive Leadership.
- f. Executive Leadership: The President, Vice President, and Chief(s) of Staff.
- g. USG: Undergraduate Student Government.

## **III. Expectations**

- a. Comply with the various responsibilities outlined for Executives as well as each position's specified responsibilities in the USG Bylaws.
- b. Complete reasonable work-related requests and tasks, as delegated by Executive Leadership.
- c. Pursue individual and group initiatives that align with USG's platform and seek to better student life at the University of Iowa.
- d. Fill out assigned work tracking documents and/or forms, transition documents, and Executive Reports.
- e. Ensure proper record-keeping through use of the shared USG SharePoint to create and store relevant documents.
  - i. Exceptions to this include graphics made by the Communications Team on Canva.

- ii. Additionally, documents containing sensitive information (conduct documents, one-on-one notes, etc.) will have their access limited to respect individual privacy.
- f. To ensure proper communication, Executives are expected to:
  - i. Utilize assigned USG Outlook address for all USG-related email correspondence, this includes all emails to students, campus partners, and other members of USG.
  - ii. Respond to all USG-related emails in a timely manner (approximately 2 business days).
  - iii. CC the Chief(s) of Staff on all USG-related email correspondence.
  - iv. Maintain an updated Outlook Calendar at least two (2) weeks into the future.
  - v. Be open and responsive to questions from all members of USG and the University of Iowa student body.

#### **IV. Attendance and Absences**

- a. Attendance and active engagement are required at the following list of regularly scheduled meetings.
  - i. Senate Meetings
  - ii. Cabinet Meetings
  - iii. Committee Meetings
  - iv. Transition Day
  - v. Fall Retreat
- b. Non-regularly scheduled meetings, such as those with pertinent campus partners and committees/groups external to USG, are also expected of all Executives.
- c. Fulfill the required two (2) office hours per week in the USG office where time is dedicated to pursuing USG initiatives or conducting outreach for USG.
- d. Attend the required two (2) USG external events per semester.
  - i. Events will be communicated by the Director of External Relations and Chief(s) of Staff.
- e. Excused absences will include, but are not limited to, the following circumstances. Additional considerations for an excused absence will be reviewed on an individual basis at the discretion of the Chief(s) of Staff.
  - i. Exams
  - ii. Illness
  - iii. Funeral
  - iv. Religious Holiday or Holy Days of Obligation
  - v. Military Service
  - vi. Wedding
  - vii. University-Sponsored Activity
  - viii. Medical Emergency
  - ix. Jury Duty or other legal obligations

- f. Absences shall be submitted through the “Executive Absence Form” on SharePoint no less than 24 hours in advance in order to be considered as excused absences. A completed submission of the form does not in itself categorize the absence as excused and all submissions are subject to review by Executive Leadership. Habitual absences, even with proper submission of the “Executive Absence Form,” can result in a meeting with the Chief(s) of Staff to address the difficulties in attending required meetings.
  - i. Long-term schedule conflicts (e.g. class conflicting with a meeting) should be proactively communicated to the Chief(s) of Staff prior to the start of each semester.
  - ii. Members are allotted up to one (1) unexcused absence from required meetings per semester. An unexcused absence is defined as any absence that fails to meet the descriptions and processes previously outlined.
- g. Executives are allotted up to two (2) weeks of Time Off, at their discretion. Time off shall be requested via the “Executive Time Off Form” with no less than a week’s notice in order to be approved. Exceptions can be made for emergencies.
  - i. Repeated absences and lack of additional indications of work (lack of USG-related email correspondence, meetings with campus partners, work on documents in the USG SharePoint, etc.) for a period of two (2) weeks or more, can result in a loss of allotted Time Off.

## **V. Misconduct**

- a. To ensure USG is a productive and welcoming environment for its members and the entire student body, misconduct will include violations of the following policies maintained by the University of Iowa and/or other pertinent governing bodies:
  - i. [The Code of Student Life](#)
  - ii. [Sexual Harassment and Sexual Misconduct](#)
  - iii. [Anti-Harassment Policies](#)
  - iv. [Nondiscrimination Statement](#)
  - v. Local, State, and/or Federal Law
- b. As USG is the governing body for all student organizations, Executives are prohibited from making public comments that disparage a specific student organization.

## **VI. Conduct Meetings**

- a. The Chief(s) of Staff can facilitate a Conduct Meeting for the following reasons related to work and productivity:
  - i. Failure to fulfill ascribed duties, as outlined in the USG Bylaws (see USG Bylaws).
  - ii. Failure to fulfill the expectations outlined in this document (see Section III. “Expectations”).
  - iii. Failure to fulfill and follow the guidelines related to attendance and absences (see Section IV. “Attendance and Absences”).

- b. The Chief(s) of Staff can facilitate a Conduct Meeting for reasons related to an act of misconduct committed by Executives, as outlined in this document (see Section V. “Misconduct”).
  - i. Instances necessitating a Conduct Meeting pertaining to an alleged act of misconduct must be submitted and substantiated through the “Anonymous Reporting Form” on the USG SharePoint.
- c. Notification of a Conduct Meeting must be sent via email from the Chief(s) of Staff no less than 24 hours prior to the Conduct Meeting. The notification must also explicitly state the reason(s) for the Conduct Meeting, including reference to this document or the USG Bylaws.
- d. Conduct Meetings will address the reason(s) that necessitated the meeting and strategize methods for improvement.
- e. To ensure fairness and objectivity, Executives or the Chief(s) of Staff can request the presence of a USG Advisor(s) at a Conduct Meeting to act as an intermediary.

**VII. Process for Resignation**

- a. Resignation can be initiated by any member of the Executive Branch.
- b. Notification shall be sent to Executive Leadership and shall include an official date of resignation no more than two (2) weeks after notification is provided.
- c. The Chief(s) of Staff can request an Exit Interview for an outgoing member of the Executive Branch.

**VIII. Process for Removal**

- a. The USG Bylaws state, “the President shall have authority to remove any and all Executive Officers, except for the Vice President, for misfeasance, malfeasance or nonfeasance of duties” and through “the processes outlined in the Executive Code of Conduct.” Pursuant to this and to best ensure fairness, the following steps will be taken prior to Removal:
  - i. No fewer than two (2) Conduct Meetings between the Chief(s) of Staff and the Executive.
    - 1. It should be noted, this in no way indicates an Executive will be removed following their second Conduct Meeting, only that an Executive cannot be removed until they have participated in at least two (2) Conduct Meetings.
  - ii. The Executive demonstrates a lack of effort to address and rectify the issue(s) discussed in prior Conduct Meetings.
  - iii. Should the failure to address ongoing issue(s) continue or additional issue(s) arise, then removal of the undersigned will be initiated by the President.
- b. In light of unforeseen actions gravely detrimental to a productive work environment or reputation of USG, Executives can be placed on administrative leave and/or the outlined process of removal be suspended, at the discretion of Executive Leadership, in consultation with the USG Advisor(s).

- c. In accordance with the USG Bylaws, the “removal of any Executive Officer may be overturned by an affirmative majority vote of seated senators.”

**IX. Special Circumstances**

- a. If the Chief(s) of Staff require a Conduct Meeting, the President and Vice President will facilitate the Conduct Meeting, with the USG Advisor(s) acting as an intermediary.
  - i. The Chief(s) of Staff are subject to the same process of removal as all other Executives.
- b. If the President or Vice President require a Conduct Meeting, the Chief Justice will facilitate the Conduct Meeting, with the USG Advisor(s) acting as an intermediary.
  - i. In accordance with the USG Bylaws, the President and Vice President can only be removed through two considerations of the Student Senate, with the first requiring the approval of 2/3rds of seated senators and the second requiring the approval of 3/4ths of seated senators.

**X. *By signing and submitting this document, the signee agrees to the outlined definitions, responsibilities, expectations, and processes. This agreement shall begin on May 1<sup>st</sup>, 20xx, and ends on May 30<sup>th</sup>, 20xx, unless the signee is terminated or resigns from their role in the Executive Branch.***

- a. NAME:
- b. POSITION:
- c. DATE: