

California State University Alumni Council Code of Conduct

This Code of Conduct has been established to help the California State University Alumni Council fulfill its mission and support the vision and goals of the California State University system. Board members commit to work together, operate in a non-partisan manner and speak with one voice. This Code provides guidance on acceptable standards of conduct for Board members during their term of service. Board members agree to abide by this Code of Conduct as a condition of board membership.

1. A Board member shall learn how the California State University functions and understand how the role of the Alumni Council fits within the mission and goals of the California State University.
2. A Board member shall prepare for, regularly attend, and actively participate in Board meetings and Board committees.
3. Each board member shall commit to work cooperatively with other members of the Board and to be courteous and respectful of other Board members' opinions.
4. A Board member shall respect the limits and authority of officers, chairs and staff. A Board member understands that authority rests with the Board as a whole and not with individuals.
5. The Board is responsible for broad policy direction and should refrain from involvement with day-to-day management of the Alumni Council and/or the performance of contractors doing work for the Alumni Council.
6. A Board member shall take responsibility for completing assignments on time and keeping others informed when necessary.
7. A Board member shall accept and abide by the legal and fiscal responsibilities of the Alumni Council as specified in the Council's bylaws.
8. A Board member shall base his or her vote upon all information presented on each issue and shall exercise his or her best judgment in making decisions.
9. A Board member shall respect the confidentiality appropriate to issues of a sensitive nature.
10. A Board member shall avoid acting as a spokesperson for the Board unless specifically authorized to do so by the president or executive committee.

11. A Board member shall not enter into any contract with the Alumni Council. A Board member shall disclose involvement with other organizations, businesses or individuals where such a relationship(s) might be viewed as an actual or potential conflict between his or her own personal financial interests and that of the Alumni Council, and shall disqualify him or herself from participating in any decision with respect to those interests. A Board member shall refrain from accepting duties, incurring obligations, accepting gifts or favors, engaging in private business or professional activities when there is, or would appear to be, a conflict between the Board member's personal financial interests and the interests of the Alumni Council and/or the California State University.
12. A Board member shall refrain from actions and involvements that may prove detrimental or contrary to the policies of the Alumni Council or the California State University.
13. A Board member shall act on the basis of what is best for the Alumni Council, the California State University as a whole and for the advancement of higher education in general.

Violations of the Code of Conduct

1. Any Board member or staff may report cases of deviance from the Code of Conduct to the CSU Alumni Council president, or in the case that it involves the president, to any other member of the Executive Committee.
2. Should evidence or allegations of violations of the Code of Conduct come to the attention of the president (or a member of the Executive Committee), which after further review by the President (or the Executive Committee) appears to constitute a breach of the Code of Conduct, the President (or the Executive Committee) shall discuss the matter with the Board member to obtain additional information and to seek a mutually agreeable resolution.
3. If after discussion with the President (or the Executive Committee), the Board member continues to engage in conduct that is inconsistent with this Code, or if the initial matter is so serious that it cannot be corrected or resolved, the President and the Executive Committee shall decide, by a majority vote, what actions to take up to and including suspending or expelling the Board member from the Board.

Approved: January 29, 2005