Group 2 Code of Conduct

This code is set in place by the members of group 2 and is enforced for the betterment of the group. All problems that arise will be dealt with in accordance to the laws laid out below. Group protocol as it pertains to communication, decision-making, roles, dress code and any classroom deliverables and conduct will be clearly outlined. Any conflicts with the rules or the roles of the individual members will be dealt with according to the rules this group agreed upon.

Communication

Communication is key to the success of the group. Contact by phone or email are the preferred form of communication. Members are expected to respond in a professional and timely fashion, responding within a 24-hour time frame. Members should make communicate well in advance to deadlines as so the 24-hour response time is sufficient time. Non-responsive members will have points deducted in their evaluation.

Roles

Roles will be assigned to the members to help organize the group layout. The roles will allow the group to function smoothly by dividing up responsibilities and know exactly who to go to, to get specific information.

Group Leader – The group leader will be in charge of determining meeting places and times for the group. It will be their job to make sure everyone is fully informed of meetings and deadlines. It will also be their job to make sure everyone is on task and the workload is divided up among the members. The team leader does not have the final say in decisions, as all decisions are group decisions.

Treasurer – The treasurer will be in charge of all group expenses. It will be their job to order parts and track expenses. All purchases and orders must go through the treasurer so they can keep an accurate tally of what has been spent so the group does not go over budget.

Team Organizer – The team organizer will be in charge of updating the group's website. The organizer will keep up any documents or presentations that pertain to the project. In the case a member misses a meeting, the organizer will send out any paperwork that the member missed. It will also be the responsibility of the organizer to let the group as a whole know about any major updates or due dates that pertain to the project.

Business Administrator – The business administrator will be in charge of contacting and setting up meetings with the group's sponsor. They are responsible for relaying information about meetings and other sponsor information to the rest of the group. The business administrator should give the rest of the members 48-hours notice of any meeting with the sponsor so everyone can have time to adjust their schedule accordingly.

All members are expected to perform their duties with professionalism and to the best of their abilities. If members are not fulfilling their duties, then the group should consult the conflict resolution section of the code of conduct. Points can be deducted if deemed necessary.

Deliverables

At the beginning of each deliverable, each member's job should be clearly defined. Each deliverable should be completed at least 24-hours prior to their due date to allow for revision and preparation unless stated otherwise in the meetings. Each member does their own work, but is also responsible for proofing the work done by the other members. If any discrepancies about workload or quality of work arise, then the group should consult the conflict resolution section of the code of conduct.

Dress Code

       Attire for all presentations should be business casual. This should be slacks with either a polo or oxford style button up. If the event determines it, then the dress code will be formal and will be communicated to the group at least 48-hours prior.

Meetings

       Members are required to attend every meeting unless there is an extenuating circumstance that is communicated to the group before hand. Meeting places and times will be scheduled at least 24-hours prior to meeting time. Emergency or impromptu meetings can be called, but with the knowledge that all members might not be able to attend. In the case a member is absent, all topics discussed and all documents will be relayed to them within 24-hours of the meeting's end. Members must be present and on time, frequent absences will result in the loss of points at the discretion of the rest of the group.

Conflict Resolution

       Should any conflict occur, the following are the steps that should be taken to professionally resolve the situation

       Group Consult – Members will meet and discuss the situation. A unanimous general consensus should be made here in order for the conflict to be fully resolved.

       Group Vote – If the group does not come to a unanimous conclusion, then the topic at hand must be voted on. This will be a simple vote and majority rules. If the vote has a majority, then the conflict is over, and the winning vote is the new rule.

       Consult Advisor – If there is a split vote, or the conflict is large enough where a majority vote does not satisfy everyone, then the conflict should be brought to the advisor. In a professional manner, present the conflict, and the ruling of the advisor is final.

Ethics

       Group 2 members will be held to the highest standards from the other members, their classmates, the teachers, and the mentors. Members will show respect for each other's work and idea's. All members' ideas will receive the same amount of consideration and discussion, and all discrepancies will be voted on. Each member will be held accountable to do the work that is assigned to them in a professional and timely manner. All ethical issues that arise will be discussed by the group and can result in point deduction.

Statement of Understanding

       By signing this document the members of Group 2 agree to the code of conduct as it is written and will abide by its rules for the duration of the project

<u>Name (Please Print)</u>   <u>Signature</u>   <u>Date</u>

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