



Yale International Relations Association

Code of Conduct

Wherein YIRA desires to create a welcoming community of members at Yale University, and the Member desires to participate fully in YIRA.

The Member agrees as follows:

Section 1

For the purpose of this agreement, the “organization” is the Yale International Relations Association, its constituent programs, and World Scholar’s Cup;

Section 2

The Member shall be required to adhere to the following guidelines:

1. Program Behavior
 - a. Comply with local, state, and national laws, and international laws when applicable,
 - b. Comply with all Yale University Undergraduate Regulations (catalog.yale.edu/undergraduate-regulations/), especially when on campus,
 - c. Serve as a responsible ambassador of YIRA, Yale, and New Haven, including by being professional and courteous at all times during interactions with Yale students, third-party external partners, hotel staff, advisors, delegates, sponsors and others participating or involved in YIRA,
 - d. Bring a positive and constructive attitude in order to make YIRA a welcoming and respectful community,
 - e. Ensure appropriate conduct and behavior at all times to make YIRA a comfortable and safe environment,
2. Attendance & Commitment
 - a. Adhere to all membership requirements delineated in Chapter IV.1 of the YIRA Policies,
 - b. Attend all program meetings, conferences, pre-conference events, training sessions, social events, workshops, and relevant YIRA events as designated by the Program Head, unless excused by the Program Head,
 - c. Comply with requests, instructions, and deadlines set by the Program Head or other designated members:
 - i. For conferences, be present at the entirety of the conference, complete relevant membership requirements (as delineated by Chapter X of YIRA Policies), and fulfill all responsibilities delineated in the conference code of conduct, unless excused by the Program Head,



- ii. For programs, attend all program meetings and events, complete relevant membership requirements (as delineated by Chapter XIII.1, Chapter XIV.1 & Chapter XV.1 of YIRA Policies), and fulfill all responsibilities delineated in the program code of conduct, unless excused by the Program Head,
3. Communication
- a. Provide accurate and updated contact information when requested,
 - b. Respond in a timely manner to emails and other communications that require a response, from key stakeholders including but not limited to all program members, staffers, vendors, clients, sponsors, and delegates,
 - i. “A timely manner” means within 24 hours during the academic school year, and 48 hours during Yale University vacations, unless the Program Head says in person or writing that a faster or slower response would be acceptable and appropriate,
 - ii. Notify the Program Head in person or writing when a delay in communications may occur, such as during times of travel, family emergency, or illness,
 - c. Remain truthful and honest in communicating responses, feedback, concerns, and questions; remain willingly accountable for assigned tasks or roles;

Section 3

YIRA reserves the right to dismiss or temporarily suspend the Member in the case of inappropriate behavior and/or unsatisfactory performance, or if the membership criteria in Section 2 of the YIRA Code of Conduct is not met. Conditions for inappropriate behavior and/or unsatisfactory performance include, but are not limited to:

1. Individual Behavior
 - a. A significant decrease in productivity marked by:
 - i. Reduced time spent on work tasks,
 - ii. Lower quality work, failure to meet deadlines and/or frequent errors on projects or tasks,
 - iii. An inability to communicate in a timely and/or appropriate manner with any individuals involved in the program in any capacity,
 - b. Failure to comply with instructions issued by the Program Head or designated individuals,
 - c. Recklessness leading to harm to YIRA, whether financial, legal, social, or other,
 - d. Failure to notify the Program Head if the Member is facing disciplinary action by Yale University,
 - e. Failure to recuse themselves from YIRA and its activities during periods of withdrawal or leaves of absence from Yale University,
2. Community Relations



- a. Reports brought to the attention of the Program Head or YIRA Board of Directors related to assault or harassment—whether sexual, verbal, physical, or of any other form — wherein YIRA Board reserves the right to take action if there is cause for concern about safety and wellbeing,
 - b. The Member’s presence in YIRA creating an unsafe and uncomfortable environment, wherein “unsafe and uncomfortable” may be defined as unwelcome conduct on behalf of the Member where:
 - i. Enduring the offensive conduct becomes a condition of continued membership for individuals in YIRA, and/or
 - ii. There is cause for concern about safety and wellbeing due to the Member’s presence.
 - c. The Member’s presence in YIRA contributing to a disruption in the functioning of relevant programs, affecting group activities and morale, raising safety and wellbeing concerns, and/or preventing the achievement of YIRA goals and priorities,
3. Information Management
- a. Unauthorized use, transfer, or release of critical proprietary information belonging to YIRA, as determined by the Program Head,
 - b. Engaging in the spread of false information about YIRA,
 - c. Engaging in the spread of sensitive and confidential information about YIRA,
 - d. Withholding important information that may impact YIRA activities from the Program Head and/or Board of Directors,
4. Health and Safety
- a. Failing to ensure the safety of participants of programs, especially minors where applicable,
 - b. Failing to ensure the safety of program members, especially those under the Member’s direct purview,
 - c. Failing to take basic precautionary measures to ensure individual safety, especially while traveling,
5. Financial Management
- a. Engaging in grave fiscal irresponsibility as defined by the YIRA Treasurer,
 - b. Unauthorized use, transfer, or release of critical financial information belonging to YIRA, as determined by the Treasurer,
6. Legal Responsibility
- a. Violating local, state or national laws, and international laws where applicable,
 - b. Unlawfully engaging in hazing practices,
7. Nondiscrimination
- a. Discriminating against YIRA members in admissions, educational programs, or employment on account of sex, race, color, religion, age, disability, status as a



veteran, national or ethnic origin, sexual orientation, or gender identity and expression,

8. Negligence & Conflicts of Interest

- a. Gross negligence of responsibilities, as determined by the Program Head and/or YIRA Board of Directors
- b. Failing to recuse themselves in situations where conflicts of interest arise;

Section 4

The Program Head shall adhere to the steps outlined in Chapter 11.3 of the YIRA Policies for the suspension, dismissal of, or termination of membership with the Member. Following termination:

1. The Member's access to their YIRA email or financial accounts and proprietary information will be revoked,
2. The Member will be asked to acknowledge via email a termination with cause,
3. The Program Head may conduct an assessment of all costs incurred on the Member's behalf by YIRA—including but not limited to food, beverages, and other supplies or services purchased on their behalf.
 - a. The Program Head may request that the Member reimburse YIRA for these costs, and the Member will be expected to provide this reimbursement,
 - b. In the case of an overnight or overseas program, the Program Head may request that the Member reimburse YIRA for any costs incurred including but not limited to travel and lodging fees;

Section 5

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the Member's affiliation with YIRA and shall be amended or modified only by written instrument signed by both of the parties hereto;

Section 6

The Member shall adhere to this Code of Conduct for so long as they are a member of YIRA. Should the Member wish to terminate the present agreement and hence their involvement in YIRA, the Member agrees to give YIRA written notice thereof at least one week in advance.