Clifford Alumni Secretariat Code of Conduct (CASCoC)

Great things are not done by impulse, but by a series of small things brought together. - Vincent Van Gogh

Alone we can do so little, together we can do so much. - Helen Keller

—From Alumni of Clifford, to Clifford Alumni Secretariat.—

Preamble

As a member of the CAS, it is important to note that every CAS member has his/her own busy schedules. Clifford Alumni is a project that requires a lot of team efforts, and it's only fair when everyone contributes. We recognise that not everyone can contribute equally, but we owe it to each other to contribute to the best of our abilities, especially when we are not working for profits, but for what is amongst the dearest in our hearts.

CASCoC of Meeting

1. Prepare every meeting (e.g., by studying meeting agenda in advance);
2. *When absent from a meeting, submit your feedback in writing (and recording) to meeting host within 3 days of meeting completion;* Failure to comply 3 times will initiate a motion for dismissal from CAS.
3. Always respond to Doodle requests (and choose "cannot attend" when there is no suitable time slot for you).

CASCoC of Working

1. Be **punctual**;
2. Be **professional**: mark down your deadlines and stick to it;
3. Be **thoughtful**: before finalising each plan - pause for a bit, take a step back - and think as if you are a participant (rather than the organiser of the event) and see if there is anything missing;
4. *Use the CA templates for all documents reachable to external parties, namely, publication, powerpoint presentations;*
5. Keep an eye on your:

1   Dingding,

2   @Cliffordalumni.com mailbox,

3   WeChat group;

6.   Be **friendly**: No *ad hominem*[1] offence;

7.   Be **responsible**: Notify other people when there is any change in your circumstance that might affect your work;

8.   Be **work-friendly**: use instant messenger only for small talks, *use email and/or Dingding for concrete ideas*;

9.   **Plan your time ahead**, be a grown-up: For permanent members, the minimum working hour each week is 10; non-permanent members: 3. If you find it difficult to concentrate, use PomoDone[2];

10. Seek help if you need some.

CASCoC of Discussing[3]

Norms of Respect

1.   Be nice;

2.   Don't interrupt;

3.   Don't present objections as flat dismissals (leave open the possibility that there's a response);

4.   Don't be incredulous;

5.   Don't start side conversations parallel to the main discussion;

6.   Acknowledge your interlocutor's insights;

7.   Object to ideas, don't object to people.

Norms of Constructiveness

1.   Objections are fine, but it's also always OK to be constructive, building on a speaker's project or strengthening their position. Even objections can often be cast in a constructive way;

2.   Even when an objection is destructive with respect to a position, it often helps to find a positive insight suggested by the objection;

3.   If you find yourself thinking that the project is worthless and there is nothing to be learned from it, think twice before asking your question;

4.   It's OK to question the presuppositions of a project or an area, but discussions in which these questions dominate can be unhelpful;

5.   You don't need to keep pressing the same objection.

---

[1] https://en.wikipedia.org/wiki/Ad_hominem
[2] https://pomodoneapp.com
[3] Edited from D. Chalmers, Guidelines for respectful, constructive, and inclusive philosophical discussion, http://consc.net/norms.html