

Society of Research Administrators International

Statement of Responsibilities and Professional Conduct for Members

Purpose of the Statement of Responsibilities and Professional Conduct

SRA International has created a Statement of Responsibilities and Professional Conduct that outlines the Society's expectations for its members and member volunteers.

The purpose of SRA's Statement of Responsibilities and Professional Conduct is to ensure that every SRA member and volunteer has a positive and rewarding experience with the Society, and that the Society functions effectively.

An SRA "Member" is defined as an individual who is active, or has an interest, in the profession of research administration at any level and within any sector of the research community, has completed the membership application process, and is currently listed in one of the membership categories as defined in the SRA International Bylaws.

An SRA "Member Volunteer" hereinafter referred to as a "Member Volunteer" or "Volunteer" is defined as a Member who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of SRA International. Volunteers are not considered as "staff" of SRA International nor should they represent themselves as such.

All SRA members and volunteers shall be subject to this document. Individuals who fail to adhere to the expectations outlined below shall be subject to corrective action by the Society.

General Expectations

Regardless of their role or seniority within the Society, members and volunteers are expected to:

- Treat fellow SRA members, volunteers, and staff members with respect and courtesy.
- Support SRA members, member volunteers and staff members as they carry out their SRA roles and responsibilities
- Behave in a professional manner at all SRA sponsored activities and venues avoiding the use of language and participating in acts reasonably offensive to others.
- Understand and follow all of SRA's policies and procedures and respect the process by which decisions are made within the Society. To the extent that a member or member volunteer dissents from a policy or procedure, he or she shall voice such dissent in accordance with the Society's procedures for proposing modifications in the policies and procedures of the Society. Additionally, the member or member volunteer is expected to refrain from *ad hominem* attacks, or other tactics of dissent that do not demonstrate the decorum expected within a professional society.
- Comply with SRA's policy of not discriminating on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography or age.

In addition SRA volunteers also are expected to:

- Make a good faith effort to complete assigned tasks and carry out their SRA responsibilities in a professional and timely manner.
- Provide any and all reports that the SRA Board or staff members may reasonably request to determine the status of the volunteer's progress relative to assignments and responsibilities.
- Be prepared to participate in and contribute to all required SRA meetings related to their assignments and responsibilities.
- Participate in volunteer training or orientation sessions provided by SRA.

Representing SRA International

Volunteers shall be authorized to act as representatives of SRA International only to the extent specified in their position descriptions (if applicable). No volunteer shall be authorized to contact organizations or individuals or to take any action that may significantly affect or obligate SRA without written permission of the SRA Board. Such actions include, but are not limited to, statements to the press or other organizations, partnerships with other organizations or individuals, or any agreements involving contracts, resources, finances, or other obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Such information includes but is not limited to: information not generally available for member or public dissemination regarding another volunteer, SRA member, SRA staff member, or third party; SRA projects or programs not generally available for member or public dissemination; pending agreements with other organizations.

While this Statement applies to all members, Member Volunteers and Elected Officers of the Society, including all of its subunits including but not limited to the International Officers and Board Members, Section and Division Officers, Chapter Officers, Editors and all Committee Chairs shall be required to sign a copy of this Statement upon nomination or selection to his/her respective position.