

ETHICS COMMITTEE PROCEDURES MANUAL

PURPOSE OF THE COMMITTEE

According to the By-Laws, Article VII, Section 6, the Ethics Committee is responsible for the promotion of CACRAO Principles of Good Practice and makes recommendations consistent with the changes in the environment in which we work. The committee investigates any allegations of violations of the Principles by CACRAO members and recommends necessary follow up.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Ethics Committee is appointed by and reports to the CACRAO President. The Vice Chair is also appointed by the President for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Committee Chair and Vice Chair positions are one year appointments. The Chair's responsibilities include:

- Committee selection;
- Budget proposal;
- Calling committee meetings, as appropriate;
- Submitting an annual report to the President; submitting appropriate information to the Newsletter Editor;
- Attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio member. From the list, it is recommended that the Chair should select five or more committee members, making calls to each to get a verbal commitment before confirming in writing/email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio, and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, e-mail, telephone and fax are required on the roster.
4. Call a Meeting for **February**. The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. Preference is given to online/phone conferencing. The letter/email should be copied to the President and Ex-Officio - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes - retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex-Officio representative. Each member should be provided with a copy of the CACRAO Principles of Good Practice.

A. Budget Preparation.

CACRAO's fiscal year is January 1 - December 31.

A budget must be prepared in **January** for the upcoming fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed budget must be prepared and sent to the Budget and Auditing Committee, with a copy to the President and Ex-Officio, by **March 1**. The budget will be reviewed by the Executive Committee and the Budget and Auditing Committee Chair. Following the Executive Committee meeting, the Nominating Committee Chair will be notified of the amount of money appropriated for the Nominating Committee.

The primary expenditure of the Ethics Committee is the printing of the Principles of Good Practice.

The Chair is responsible not only for preparing but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible following the expenditure.

B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **March 1**.

C. Additional committee meetings should be scheduled as needed. The committee will normally meet only once or twice a year, to review the CACRAO Principles of Good Practice and distribute copies to the membership. Any other meetings will be scheduled, if necessary, to review allegations concerning violations of the organization's code of ethics.

5. The Chair will **attend the January Executive Committee meeting** and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

TIMETABLE

February	Submit list of committee members to CACRAO President by February 15 . Schedule committee meeting.
March	Submit budget proposal to the Chair of the Budget and Auditing Committee by March 1 .
November	Submit annual report to CACRAO President by November 1 . Present committee report at CACRAO Annual Meeting.

COMMITTEE PROCEDURES

It is very important that all committee members are aware of CACRAO's Principles of Good Practice document as well as the organization's philosophy and procedure for handling allegations and complaints. It is fundamental to the monitoring process that members be encouraged to resolve perceived violations of the Principles of Good Practice between themselves. If this is not possible, every effort should be made to resolve allegations and disputes at the lowest level possible within the process established in Section III of the Principles of Good Practice. If an allegation cannot be resolved between the parties/institutions involved and the Ethics Committee officially accepts the allegation, the Ex Officio member of the committee should be notified immediately and will channel the information as appropriate. It is the responsibility of the Ethics Committee to develop recommendations for change and update of the CACRAO Principles of Good Practice document.

6. **NEWSLETTER.** The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.

7. Copies of all correspondence must go to the President and the Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
8. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
9. Prepare an annual report and submit to the President and Ex-Officio by **November 15**. At the same time, submit:
 - o updates to this procedures manual and
 - o recommendations for a new chair (*this is a recommendation only and should not be assumed*)
10. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report to the membership at the business meeting.
11. Send thank you notes to committee members immediately after the Annual Meeting.
12. The outgoing Chair will give all minutes/working notebook, records, etc. to the new Chair by **January 1**. (*The new Chair will receive a procedures manual from the new President.*) The outgoing Chair is encouraged to be available, as needed, to respond to inquiries from the new Chair.

January 1, 2012