NCURA Code of Conduct

This code of conduct (herein referred to as “Code”) was adopted by the NCURA Board of Directors on December 16, 2015.

Preamble

The National Council of University Research Administrators is a not-for-profit, tax-exempt professional society formed to promote, develop, educate, and otherwise further the profession of research administration. NCURA’s principal membership class consists of individuals engaged in research administration. The business of the association is managed under the direction of the NCURA Board of Directors.

This document serves as a code of conduct for NCURA volunteers and staff (herein referred to in this Code as “representatives”) in their capacity in positions of responsibility and authority, both nationally and regionally. The principles and requirements that comprise the code and procedures are based on and are designed to ensure full compliance by representatives. The Code is inclusive of fiduciary and personal conduct in representing the organization and would include prohibition on private inurement and private benefit, as well as other legal precepts and prohibitions. The Code is designed to strike the proper balance between ensuring full compliance with the legal obligations described and ensuring the integrity and efficacy of the Code and also provide the protection of representatives, through the use of reasonable due process procedures, against patently false, malicious, or groundless accusations that could result in significant professional or personal harm if not properly handled.

Code violations may result in the removal of representative responsibilities as imposed under the NCURA Administrative Policies.

This Code will be publicly available to all members. By accepting and retaining a role in NCURA, representatives are covered by the Code and affirm their commitment to uphold the principles and obligations.
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Representatives shall at all times abide by and conform to the following code of conduct in their roles for NCURA:

1. Each representative will abide in all respects by the NCURA Code and all other rules and regulations of the association (including but not limited to the association's articles of incorporation, bylaws, and policies) and will ensure that their membership in the association remains in good standing at all times. Furthermore, each representative will at all times obey all applicable international, federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the association when requested to do so by those institutions and their persons set in authority as are required to uphold the law.

2. Representatives will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.

3. No representative shall engage in conduct that undermines or puts at risk the integrity and reputation of NCURA.

4. Representatives dedicate themselves to leading by example in serving the needs of the association and its members and also in representing the interests and ideals of the research administration profession.

5. Except as the board of directors may otherwise require or as otherwise required by law, no representative shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association, and each representative will uphold the strict confidentiality of all meetings and other deliberations and communications as required.

6. Representatives will exercise proper authority and good judgment in their dealings with association staff, other members, suppliers, sponsors, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.

7. No representative will use any information provided by the association or acquired as a consequence of their position and service to the association in any manner other than in furtherance of his or her duties to the association. Further, no representative will misuse association physical or intellectual property or resources and will at all times keep the association's property secure and not allow any person not authorized to have or use such property.

8. No representative shall persuade or attempt to persuade any employee of the association to leave the employ of the association or to become employed by any person or entity other than the association.
9. No representative shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.

10. The representative must act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, representatives will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, representatives shall follow these guidelines:

- Do not place (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit must be merely incidental to the primary benefit to the association and its purposes;

- Do not abuse the representative role by improperly using the role or the association's staff, services, equipment, resources, or property for personal or third-party gain; representative shall not represent to third parties that their authority as a representative extends any further than that which is specified in the association’s administrative policy;

- Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;

- Do not engage in or facilitate any discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;

- Do not solicit or accept as an individual any gifts, gratuities, free trips, honoraria, personal property, or any other item with greater than nominal value from any person or entity as a direct or indirect inducement:
  1. To provide special treatment to such person or entity with respect to matters pertaining to the association without fully disclosing such items to the board of directors; or
  2. When the activity or agreement is in conflict with the representative’s duties expected on behalf of the organization.

- Do not provide goods or services to the association as a paid vendor to the association unless prior approval is received and pursuant to any related procedures from the board of directors.
11. Representatives are required to avoid conduct detrimental to the integrity of and public confidence in NCURA. While criminal activity is clearly outside the scope of permissible conduct, the standard of conduct for persons representing NCURA is held at a high level of accountability. Representatives of NCURA are expected to conduct themselves in a way that is responsible and is lawful.

12. No representative shall engage in conduct that imposes inherent danger to the safety and well-being of another person.

Representatives that are found to be in violation of the Code may be removed from their leadership role(s) in the organization. Issues will be brought to the attention of the Executive Committee and will be discussed with the Board of Directors in accordance with the following procedures:

1. All Board of Directors discussions regarding Code of Conduct of a NCURA member are confidential. The Board will meet in closed session to deliberate and make its decision as to whether the NCURA member should be removed from their leadership role(s) in the organization. Maintaining confidentiality and respect for privacy is imperative throughout this process.

2. Prior to the vote, the NCURA member may request to meet with the Board directly in order for the Board to make a fully-informed decision.

3. Once deliberations are completed, the Board will decide the matter by majority vote. Any Board of Directors member with a conflict of interest will be asked to recuse themselves from the voting process.

4. Once the decision of the Board has been communicated to the NCURA member, they may submit a written appeal to the Executive Board within five (5) business days. The written appeal should outline specific reasons why the Board’s decision should be reviewed. If the written appeal includes details that were not accounted for in the original approval process, the Executive Committee will submit the appeal to the Board. General disagreement with the outcome shall not constitute grounds for an appeal.