Radiation Research Society  
Code of Ethics and Conduct  

The following rules and standards of conduct have been developed for the safe and efficient operation of the Radiation Research Society (hereafter referred to as RRS or the Society) and for the benefit and protection of rights and safety of all. All RRS members who serve on the Governing Council [i.e., Officers, Past-President, Councilors as per the Constitution, IV, 3-4] are expected to observe the highest standards of professional conduct at all time, while engaged in RRS business. This is formalized in the Constitution amended December 1, 2011 (Article VI-2-d) as follows:

To take such action as seems desirable and appropriate to promote the objectives of the Society. In performance of these actions Council shall follow commonly accepted principles of leadership, including but not limited to ethics, confidentiality, conflict of interest, and professional conduct.

This requirement is extended de facto to individuals who conduct business for and on behalf of RRS, including but not limited to:
- Members of the Editorial Board
- RRS Committee members and Chairs
- Staff of the Editorial Office
- Executive Director and Association Manager (via Allen Press Association Management)
- Staff of A Meeting By Design, Inc.

All individuals listed above are referred to as RRS “Representatives” for the purposes of this document.

General Rules of Conduct
- Obey all laws, rules and regulations governing the society.
  RRS is subject to federal laws and regulations and to the laws and regulations of the State of Kansas by virtue of the location of the administrative offices. It is the policy of the RRS that all laws, rules and regulations are complied with fully and completely. If it is unclear whether an action or activity is a legal or ethical violation, contact the RRS Secretary-Treasurer for advice. Any incident or situation that violates the law or this policy should be immediately reported to the Secretary-Treasurer and/or the Executive Director.

- Be honest, truthful, fair and trustworthy in all RRS activities and relationships.
  RRS expects each Representative to treat Society members, sponsors, vendors, and fellow Representatives with respect and honesty. This includes providing information that is accurate, complete, objective, relevant and understandable.

- Respect and protect RRS assets
  Assets are anything of value owned by RRS. All RRS Representatives are responsible to maintain company assets in good condition and to protect them from loss. This includes real assets and equipment of all kinds. It also includes “soft assets” such as intellectual property, member lists and other confidential information owned by the Society. RRS assets of any kind, but including such assets as
telephones, PCs, email, cameras, and printers should not be used for personal benefit.

- Avoid all conflicts of interest between Society business and personal affairs. All Society Representatives are expected to act with total objectivity with regard to RRS business. Accordingly, it is improper for an RRS Representative to be in a position where their personal interests conflict, or appear to conflict, with RRS interests. RRS Representatives should not use their position with RRS to influence RRS or others for their personal benefit. If someone believes a conflict of interest has developed or may develop, it should be promptly reported to the RRS Secretary-Treasurer and the Executive Director. If either or both of these individuals are thought to be involved, then the matter should be reported to the entire Executive Committee. To proactively address the issue of conflict of interest for Officers and Councilors, a separate Conflict of Interest Policy and reporting of potential conflicts will be completed and signed by each member of the Governing Council as a condition for holding office. At the discretion of Governing Council, this requirement may be extended to any or all of the other affected Representatives.

- Promote fair employment practices for all RRS employees. RRS supports and adheres to laws and regulations dealing with fair employment practices. Employment discrimination in the workplace based on gender or sex, race, age, religion, national origin, or sexual preference will not be tolerated.

- Promote an ethical culture for all RRS Representatives. RRS expects all of its Representatives to conduct themselves ethically at all times and to encourage and support that behavior in their fellow Representatives.

Violation of the RRS Code of Ethics and Conduct may subject any Representative to disciplinary action up to and including removal or dismissal.

- For members of the Governing Council this is formalized in the Constitution amended December 1, 2011 (Article IV-11) as follows:

  Removal of Officers and Councilors. Any Officer or Councilor may be removed by a three-quarters (3/4) vote of the Council, whenever in their judgment the best interest of the Society will be served thereby. Such action by Council shall require confirmation by a vote of the entire voting membership, which shall be initiated as soon as possible but no later than two (2) weeks after the Council decision. A period of two (2) weeks will be allowed for voting. Confirmation requires a vote for removal by not less than two-thirds (2/3) of the Members voting. Removal is effective once notice of the confirmation has been distributed to the membership.

- For members of the Editorial Board and members and chairs of committees, who are appointed by the Governing Council, removal from their position can be accomplished by a simple majority vote of Council.

- For individuals whose relationship with the Society is that of an employee or contractual nature, applicable processes will be followed according to employment law or the provisions of specific contracts to terminate the services of the individual.

- Removal or dismissal may not be pursued in retaliation against an individual who in good faith brings a matter involving illegal or improper activities to the attention of the Society. See separate document for RRS Whistleblower Policy.