

## ACS521 ETHICS COMMITTEE GUIDELINES

The Ethics Committee is a collaborative group dedicated to creating a safe and welcoming environment in the ASA, CSSA, and SSSA. The purpose of the Committee is to guide the Societies' efforts to foster a culture of ethics, appropriate conduct, and accountability within the Societies. To do this, the Committee will develop, assess, and update ethics resources, policies, and/or procedures of the Societies, not presently covered by other boards (for example, Certification or Publications), inclusive of all aspects of scientific and professional conduct. This committee will work in conjunction with other committees/boards as appropriate.

A. Status: Special Committee

B. Composition and Tenure:

Composition:

Nine members including the Chair and Vice Chair (Chair-Elect). Three representatives from each Society (ASA, CSSA and SSSA) are appointed by their respective Presidents. Members recommended for the committee should have some demonstrated experience and/or training in professional ethics.

Members who serve on the Ethics Committee must not concurrently serve on the ASA, CSSA, or SSSA Boards of Directors as voting members or serve as Chair of a Certification or Editorial Board of the Societies.

The Chair and Vice Chair will be recommended by the Committee as a whole and their recommendations will be sent to the ASA, CSSA, and SSSA Presidents for approval.

The Past-Chair serves as an Ex-Officio member for one year.

To ensure communication, one member from the DEI Committee will also serve on the Committee in an ex-officio role. The Chair of the DEI Committee will make this appointment.

An ACSESS staff member, appointed by the ACSESS CEO, shall serve as an ex-officio, non-voting member of the Committee.

Additional members may be appointed as needed, and terms will be determined by the Society Presidents and Committee Chair.

Tenure:

Chair and Vice Chair terms: The Chair serves a one-year term and is succeeded by the Vice Chair. The Past-Chair serves as an Ex-Officio member for one year. The first chair will be

jointly appointed by the three Society Presidents. The Vice Chair will be recommended by the committee and approved by the Society Presidents.

Member terms: To allow for staggered membership, upon the establishment of the Ethics Committee, three representatives will serve one-year terms, three representatives will serve two-year terms, and three representatives will serve three-year terms. After the start-up, all representatives will have three-year terms.

C. Functions:

1. Review best practices to develop mechanisms and processes for reporting misconduct or breach of ethics.
2. Review best practices to develop guidelines and processes for evaluating a reported misconduct or breach of ethics.
3. Annually evaluate and recommend updates (as needed) to the Ethics Statements, Codes of Conduct including the Annual Meeting, and guidelines and processes for reporting and evaluation of misconduct or breach of ethics of each Society (ASA, CSSA, SSSA).
4. Confidentially evaluate received reports of misconduct or breach of ethics in accordance with established procedures.
5. Facilitate awareness among Society members of the process for reporting misconduct or breach of ethics and the processes the Ethics Committee will use to evaluate these reports.
6. Suggest improvements for member training in ethical conduct.
7. Provide an annual written and oral report of committee activities to the Boards of Directors. Submit recommended updates to the Boards of Directors for consideration.

D. Presidential Responsibilities:

The ASA, CSSA and SSSA President:

1. Each President appoints the representatives for their respective Society as vacancies occur. The Presidents jointly approve appointments for Committee Chair (year one) and Vice Chair (year one and subsequent years), as recommended by the Committee.
2. Support and advocate for the Committee and its activities.
3. Ensure that changes recommended by the Committee for the reporting and evaluation processes are submitted to the Boards of Directors for review.