

# AARAO

## Ethics Agreement

Agreement to abide by the Atlantic Association of Registrars and Admissions Officers' Statement of Ethics and AARAO Fair Guidelines and Best Practices

By signing this agreement the Member Institution agrees to abide by AARAO's Statement of Ethics and to pay the annual membership fee (see enclosed invoice). The Statement of Ethics is included in this document and incorporated by this reference. The Member Institution agrees that failure to comply with the Statement of Ethics may result in the suspension of membership (Article III - Section VI) and its representatives from any and all participation in current and future AARAO activities. It is further agreed that payment of the annual membership fee must be made by cheque payable to AARAO. This cheque is to be forwarded to the Treasurer of the AARAO Executive.

### Notice

Any notice to be given under this Agreement shall be in writing and served upon a party by mail, fax or email. Such notice shall be served to the party at the address that the party set forth in the Agreement. A party wishing to change its designated address shall do so in writing to the other party. Notice serviced by mail shall be deemed complete when deposited postage is prepaid in the Canadian Post. Rejection or refusal to accept, or the inability to deliver because of changed address of which no notice has been given, shall be deemed to be receipt of the notice.

### Interpretation

The provisions of the Agreement shall be deemed independent and severable, and the invalidity, partial invalidity, or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision herein.

### Amendment and Waiver

No alterations, modifications or additions to this Agreement shall be binding unless reduced to writing and signed by the parties to be charged therewith. No covenant, term or addition to this Agreement shall be deemed waived by AARAO and Member Institution.

### Successors and Assigns

This Agreement shall bind and inure to the benefit of any successors and assigns of AARAO and any permitted assigns of the Member Institution.

### Authority

The individual executing this Agreement on behalf of the Member Institution represents and warrants that he or she is duly authorized to execute and deliver this Agreement on the Member's behalf. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; contract shall supersede all previous communications, representations, or agreements either verbally or written between the parties.

### Suspension and Subsequent Cessation or Termination of Membership (Article III – Section VI, VII, VIII, and IX)

As per Article III – Section VI, suspension of membership shall occur if, at the time of formal Dispute Resolution Procedures (Article III – Section X), the conduct of a member institution and/or its representative(s) has been determined to be in **willful breach** of any item in the Statement of Ethics.

As per Article III – Section VII, membership will terminate if, after a period of 12 consecutive months, suspended members have not successfully petitioned for reinstatement, as per Article III – Section IX.

**Reinstatement of Membership (Article III – Section IX)**

If membership has been suspended as per Article III – Section VI, a petition for reinstatement shall acknowledge the breach of ethics that caused the suspension and/or subsequent termination of membership and clearly delineate the actions that have been implemented to satisfy the stipulations for reinstatement, that were communicated to the institution by the AARAO Executive, as per Article III – Section IX.

**Dispute Resolution Procedures (Article III – Section X)**

As outlined in Article III – Section VI, if a recruitment representative feels that a member institution or its representative(s) is in violation of the standards and conduct outlined in the AARAO Statement of Ethics for Recruitment Professionals, the following summarized steps are required (for more information, please refer to Article III – Section X):

1. First discuss the alleged violation with the offending parties in an attempt to informally resolve the matter.
2. At the conclusion of the informal discussion, if the initiator is not satisfied that the alleged violation has been satisfactorily explained and/or rectified, they may submit a complaint in writing, via mail, e-mail or fax to the AARAO President or Vice-President.
3. Within 7 days of the date upon which the written complaint was received the President or Vice-President shall communicate the dispute to all members of the AARAO Executive.
4. The AARAO Executive shall review the written complaint and solicit verbal and/or additional written information from both parties so as to arrive at an informed and equitable decision.
5. If either party is dissatisfied with the decision of the AARAO Executive, a written appeal may be submitted to the President or Vice-President within 7 days and the Executive shall review the appeal. The decision of the AARAO Executive shall be final and binding.
6. If a member fails to submit a formal complaint and/or appeal within the time limits, the complaint shall be deemed abandoned.

**AARAO Statement of Ethics**

PSE professionals, by virtue of their responsibilities within the academic community, represent their PSE institutes to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions, to observe the highest standards of personal and professional conduct, and to agree to adhere to the following principles:

- a. Representatives promote the merits of their institutions and of education generally, without disparaging other post-secondary institutions and/or programs.
- b. The words and actions, of representatives, embody respect and truth, fairness, free enquiry, and the opinion of others.
- c. Representatives respect all individuals without regard to race, colour, creed, marital status, gender, sexual orientation, ethnic or national identity, handicap or age.
- d. Representatives uphold the professional reputation of the advancement officers and give credit for ideas, words, or images originated by others.
- e. Representatives safeguard privacy rights and confidential information.
- f. Representatives do not grant or accept favours for personal gain, nor do they solicit or accept favours for their institutions where a higher public interest would be violated.
- g. Representatives avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from the appropriate authorities such as the AARAO Executive and/or one’s direct supervisor.
- h. Representatives follow the letter and spirit of laws and regulations affecting institutional advancement.
- i. Representatives will abide by the AARAO Fair Guidelines and Best Practices Policy.
- j. Representatives observe these standards, and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

Institution: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_