

ETHICS AGREEMENT (Institutional)  
Agreement to abide by the  
Educational Liaison Association of Alberta's  
Statement of Ethics and Post-Secondary Events (PSE) Policy

By signing this agreement the Participant agrees to abide by ELAA's Statement of Ethics. The Statement of Ethics is attached and incorporated by this reference. The Participant agrees that failure to comply with the Statement of Ethics may result in the suspension of the Participant and its agents or representatives from any and all participation in current and future ELAA activities (Bylaw 4).

**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 the party set forth in the Agreement. A party wishing to change its designated address shall do so. Notice serviced by mail shall be deemed complete when deposited postage is prepaid in the Canadian Post. Rejection of 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 ELAA and Participant.

**Successors and Assigns**

This Agreement shall bind and inure to the benefit of any successors and assigns of ELAA and any permitted assigns of the Participant.

**Authority**

Each individual executing this Agreement on behalf of the Participant represents and warrants that he or she is duly authorized to execute and deliver this Agreement on the Participant's behalf. This instrument, along with Association Bylaws and Policies, embody the whole agreement of the parties. There are no additional promises, terms, conditions or obligations. Contract shall supersede all previous communications, representations, or agreements either verbally or written between the parties.

**Post-Secondary Event (PSE) Policy**

1. ELAA will coordinate and schedule Post-Secondary Events (PSE) within the province of Alberta or other provinces deemed appropriate during the membership year.
2. The planning and coordination of the PSE schedule will be chaired by the PSE Coordinator(s), with the assistance of the Executive members.
3. Within existing operational resources and the overall recruitment mandates of member institutions, representatives shall give priority to their confirmed scheduled events, for their recruitment activities.

4. ELAA members are responsible to confirm or decline participation, in a timely manner, for all scheduled events.
5. Representatives shall be prompt and attend all confirmed events.
6. Representatives shall continue their active participation in a confirmed event throughout the scheduled timeframe of the event, unless prior approval has been given, by the event organizers, for all participants to conclude activities.
7. Representatives shall notify the weekly coordinator if they will not be attending an event where their participation has been previously confirmed.

#### **Suspension and Subsequent Cessation or Termination of Membership (Bylaws 4& 5)**

As per Bylaw 4.1, suspension of membership shall occur if, at the time of formal Dispute Resolution Procedures (Bylaw 8), 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.

Member institutions who have had their membership terminated (Bylaw 5.0) may petition the ELAA Executive for reinstatement of membership at any time after the conclusion of the membership year in which their membership was terminated (Bylaw 7.2).

#### **Reinstatement of Membership (Bylaw 7.0)**

If membership has been suspended as per Bylaw 4.1, 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 Dispute Resolution Committee, as per Bylaw 8.0.

#### **Dispute Resolution Procedures (Bylaw 8.0)**

As outlined in Bylaw 8.0, if a recruitment representative feels that a member institution or its representative(s) is in violation of the standards and conduct outlined in the Statement of Ethics, the following summarized steps are required (for more information, refer to Bylaw 8):

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 ELAA President.
3. Within seven days of the date upon which the written complaint was received the President shall coordinate the formation of the ad hoc ELAA Dispute Resolution Committee.
4. The ELAA Dispute Resolution Committee 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 ELAA Dispute Resolution Committee, a written appeal may be submitted to the President within seven days and the Executive shall review the appeal. The decision of the ELAA 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.

7. If the party receiving the complaint and/or appeal fails to process it within the time limits, a Special General Meeting of the membership shall be convened at the earliest possible date and brought forward to the membership for an immediate decision following a majority vote of not less than 75% of members present at the meeting.

### **Statement of Ethics**

Institutional recruitment professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities and polytechnics 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, 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, ability or age.
- d. Representatives uphold the professional reputation of the 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 ELAA Executive and/or one's direct supervisor.
- h. Representatives follow the letter and spirit of laws and regulations affecting institutional advancement.
- i. Representatives will only use one table per event. If all other ELAA institutions and associate members have been accommodated, and if space permits, up to a MAXIMUM of two tables may be permitted for any institution wishing for another table. A second table must be requested in advance when registering for the event online.
- 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.
- k. Representatives' use of any and all social media is not governed by ELAA and will not be monitored.