

SSR Policy

Membership Surveys

Purpose:

This policy regulates the scope and administration of Society membership surveys.

Policy:

Requests for surveys of the SSR membership must be submitted in writing to the Associate Director and approved by the Society Secretary.

Society members may request surveys for scientific and administrative projects in keeping with the objectives and purposes of the Society as specified in the organizational by-laws.

E-mail on-line survey organization URLs will be distributed to the SSR membership at no cost; however, any costs associated with the administration of a survey will be the responsibility of the member. E-mail questionnaire surveys or surveys with e-mail attachments will also be distributed at no cost. E-mail attachments should be as small as possible, generally less than 5 MB. Mail surveys will be distributed in accordance with the SSR Mailing Label Policy.

The Society Secretary will regulate the number, frequency and length of surveys and reserves the right to refuse distribution of surveys that do not meet the objectives and purposes of the Society. To facilitate the approval process and avoid unnecessary duplication of efforts, member initiated surveys *will be vetted by* an appropriate SSR committee prior to submission to the Society Secretary for review; for example, a survey about resident education should be sent to the Residency and Fellowship Education Committee. The member may contact the Society Secretary for direction to the most appropriate committee for survey review.

Surveys requested by non-society members or commercial entities will be considered on an individual basis by the Executive Committee and will be individually charged. Fees for Society Corporate partners will be waived in accordance with the sponsorship level.

Last Reviewed and Revised: 16 June 2009