

ADRP Statement of Professional Conduct

The Association of Donor Relations Professionals (ADRP) is committed to advancing a donor-centric, relationship-building philosophy within non-profit fundraising settings. ADRP provides education in these principles and the practices and techniques of donor relations, to prepare professionals to guide their organizations in implementing and maintaining sound donor relations and stewardship program models.

All ADRP members will adhere to the Fundamental Principles outlined in the ADRP Ethics Statement and the Donor Bill of Rights. In addition, all ADRP members, vendors, sponsors, corporate partners, volunteers, speakers, and their guests will comply with the following Statement of Professional Conduct, at all times and especially when engaged with and/or on behalf of ADRP and its mission.

Professional Conduct

By personal example and conduct, ADRP members, vendors, sponsors, corporate partners, volunteers, speakers, and their guests represent the Donor Relations profession to the public. They have, therefore, a duty to faithfully adhere to the highest standards and conduct through their commitment to:

- Integrity in words and actions, embodying respect for truth, honesty, fairness, free inquiry, and the opinions of others, treating all with equality and dignity;
- Respect for all individuals without regard to race, religion, national origin, disability, sexual orientation, gender, age or any other characteristic protected by applicable law;
- Promoting an open and welcoming community within and across the profession;
- Continuous improvement of personal and professional skills through the active pursuit of and participation in their own career development and by encouraging others to do the same, in service of donors and their institutions;
- Innovation and the free flow of ideas by sharing freely their knowledge and experience with others as appropriate and by promoting innovations that improve conditions for, and benefits to, donors and their institution;
- The advancement of their institution including promotion of its merits and values and seeking its advancement philanthropically and in general;
- Defending the reputation of others by actively avoiding actions that publicly damage or lead to reputational damage of fellow colleagues, respective institutions, donors and resource development colleagues, or damage to ADRP, its members, staff, and the donor relations profession as whole;
- Appropriate attribution including giving full credit for the ideas, words, works or images originated by others;
- The privacy rights of others and the confidentiality of information gained in the pursuit of their professional duties;
- Respect for the law and professional ethics as a standard of personal conduct, with full adherence to the policies and procedures of their institution; and
- Adherence to ADRP's Professional Ethics and Code of Conduct Statements, including the volunteer Conflict of Interest agreement, and to encouraging others to join them in observance of these guidelines and principles.

Violations and Reporting Process

Support of the Statement of Professional Conduct is vital to guiding the profession's actions and to strengthening its credibility. Any member or non-member who witnesses or learns of a member's or a non-member's violation of the Statement of Professional Conduct may report it to the ADRP Office in a writing setting forth sufficient facts marked CONFIDENTIAL, and addressed to:

Executive Director
Association of Donor Relations Professionals
2150 N 107th Street, Suite 205
Seattle, WA 98133
office@adrp.net

Complaint Review and Enforcement Process

Enforcement Involving Members

Upon receipt of a complaint involving a member, the Executive Director shall convene a confidential review committee comprised of members of the Executive Committee of the ADRP Board of Directors. If the complaint involves the Executive Director or the Executive Director is otherwise unable to address the complaint, the President will serve in this capacity.

Members shall respond promptly, truthfully, and fully to any request for information by, and cooperate fully with, the review committee in connection with any proceeding related to this Statement of Professional Conduct. The review committee, after considering any and all relevant factors, shall determine the severity of the infraction and deliver its recommendation to the full Board as to specific consequences and actions. The full Board has authority to implement any and all consequences recommended by the review committee. Because violations may vary in severity, the review committee shall have discretion when determining consequences. Consequences for members may include, but are not limited to, verbal warning, revocation of specific event invitations, suspension or termination of membership, and/or permanent prohibition of participation in ADRP activities.

Appeal of Member Decisions

Members may appeal decisions of the review committee. Notice of a member appeal must be submitted to the Executive Director in writing within 15 calendar days after the member's receipt of the review committee's written decision. The appeal should be addressed to the Executive Director, who shall convene a review committee of the full ADRP Board of Directors.

Enforcement Involving Non-Members

Upon receipt of a complaint involving a vendor, sponsor, corporate partner, volunteer, speaker, or guest, the Executive Director shall convene a confidential review committee comprised of members of the Executive Committee of the ADRP Board of Directors. If the complaint involves the Executive Director or the Executive Director is otherwise unable to address the complaint, the President will serve in this capacity.

The review committee, after considering any and all relevant factors, shall determine the severity of the infraction and deliver its recommendation to the full Board as to specific consequences and actions. The full Board has authority to implement any and all consequences recommended by the review committee. Because violations may vary in severity, the review committee shall have discretion when determining consequences.

Decisions of the review committee involving non-members are not subject to appeal.

The Statement of Professional Conduct is a living document, updated periodically. ADRP adopted this first edition in May 2018 and shall be made available to all members via www.adrp.net. In addition, ADRP will distribute to all current and future volunteers and speakers and presenters. We thank the Association for Healthcare Philanthropy for sharing some language from its code with ADRP.