

Surveying RJS Membership Guidelines

- Formal request for survey should include the questions and the intended use of the data. Specific plans for producing a publication should be noted.
- For publications, RJS should be noted as the source of the survey.
- Requests will only be entertained from active or candidate RJS members in good standing.
- No more than 1 survey will be distributed per quarter to membership.
- Any given member may only submit 1 request per year.
- The results of the survey should be shared back with RJS for inclusion in the newsletter. The authors will indicate any publications using with the data.
- RJS staff will maintain a spreadsheet of surveys. Data to include:
 - Requestors (names, contact info, affiliation, RJS membership status)
 - Date of request
 - Decision of president/board
 - Date survey sent
 - Response numbers [requestor to provide]
 - Date result summary received from survey requestor
 - Publication follow up
- Decision to approve a survey made be made independently by the President or with input from the Leadership Team.