

# WALLABY Membership Policy

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Version	Date	Description	Edits
0.1	14 Dec 2018	Initial draft	LSS
1.0	05 Nov 2019	Minor edits; exec approved	LSS
1.1	19 Mar 2020	Added sections on conduct, complaints and termination of membership + other edits	TW, KS, LSS

## 1. Background

WALLABY is one of the two top-rated ASKAP surveys and is designed to map extragalactic hydrogen in the local Universe. The principle investigator (PI) is Lister Staveley-Smith. A management group consisting of the PI, project scientist and project manager meets on a regular basis. Strategic advice is also received by an executive team which consists of the management group plus a number of invited experts (at-large executive members). The executive team meets on a regular, but less-frequent basis. Technical and science working groups discuss and report to the PI on technical and science aspects of the proposal, respectively.

## 2. Membership

Any natural person can apply for WALLABY membership by using a web form to the PI, who will seek advice from the management team and other members as appropriate. Prospective members will be required to motivate their scientific interest in WALLABY, and to list their potential contributions to support the WALLABY project, including technical expertise. Prospective members should use the application form available at the project's public website. Applicants will be advised by the PI of the outcome of their application, usually within 30 days of submission.

Members may be asked to renew their membership at irregular intervals. Membership will cease in the event of death or when terminated by either the member or the PI, as regulated by Section 5 of this policy.

### 2.1 Student membership

PhD students of WALLABY members involved in WALLABY research may apply for membership. Membership automatically terminates on submission of the thesis. Full membership may be requested at that stage, if it is likely that WALLABY research will continue.

## 3. Rights and responsibilities

WALLABY members are obligated to contribute to the WALLABY project and to complete relevant tasks and projects to which they commit.

Members will have access to internal WALLABY documents (except where deemed confidential), software and publications. Subject to ASKAP and WALLABY data access policies, members will have access to pre-release ('Level 5') ASKAP data in order to assist with quality assurance, and to make an early start on scientific analysis. Members must restrict their analyses to science projects for which approval has been granted by the WALLABY executive.

Members are expected to behave with high standards of scientific integrity and to adhere to all relevant WALLABY and institutional policies, including relevant codes of conduct regarding scientific and personal behaviour towards colleagues. Members are expected to treat each other

with dignity, courtesy and respect and maintain at all times a collegial, professional and inclusive environment free from discrimination, bullying and harassment.

## **4. Complaints**

Any WALLABY member with a concern about a violation of this membership policy, or any other WALLABY policy or code of conduct, may make a formal complaint to the PI. A complaint should include the name of the person accused of violating the policy (the 'respondent'), the portion of the policy alleged to have been violated, an account of the violation, and any supporting documentation as appropriate.

In the case of a formal complaint, the PI will hear both sides of the complaint, and if appropriate, consult other witnesses. The PI is responsible for ensuring the timely resolution of any formal complaints. A response from the respondent will be requested upon receipt of the complaint, to be provided within 30 days. Resolution of the matter will be sought within 30 days following receipt of the response.

If the complaint is upheld, the PI will decide on an appropriate action to remedy the situation, up to and including termination of WALLABY membership. Other possible sanctions include restriction of data access rights, removal from committees or working groups and suspension of approved projects. The PI will communicate the progress and outcome of any investigation only to the complainant, the respondent and the executive team.

Should the complaint be against the PI or against someone with whom the PI is conflicted (e.g. a student supervised by the PI) then the complaint should instead be made with another member of the executive team who will be responsible for overlooking or delegating the resolution of the complaint as appropriate.

## **5. Termination of membership**

Members may resign from the WALLABY project at any time by notifying the PI in writing or by email.

In consultation with the executive team, membership may be revoked by the PI on reasonable grounds, including but not limited to violations of this membership policy or any other WALLABY policy or code of conduct. Before termination of membership, the PI must make all reasonable effort to give the affected member the opportunity to reply to a written statement of the PI's intention and reasons.