

Ethics Rules & Regulations 1

Ethics Rules and Regulations For The Board of Directors

1. The Ethics Committee is comprised of the Ethics Chair and two appointed members not on the Board. The Committee will be formed each time an ethics complaint has been made.
2. It is the Ethics Committee's job to try and diffuse any issues that members may have before a written complaint is made.
3. Handle ethical issues with care and professionalism.
 - (a) If you hear any rumors, insure that you stop them before they get out of control.
 - (b) Act as mediator between members when necessary.
 - (c) Maintain confidentiality.
4. Distribute copies of written complaints to each member of the Ethics Committee, the President, the complainant and the alleged violator.
5. Within five days of the distribution, the Committee shall meet to discuss the complaint and to select three possible hearing dates.
 - (a) Ensure that the dates chosen are in order of preference and set at times that all members of the Committee can be present.
 - (b) The days selected shall be no less than 10 days and no more than 30 from the date of the Committee meeting.
 - (c) Within 24 hours the Ethics Chair is to notify the alleged violator by regular mail, return receipt required. Advise him or her of the reason for the hearing and the three possible dates, asking him or her to select one of the dates. Request that he or she respond in writing within five days of receipt.
 - (d) When notification has been received by the Ethics Chair, he or she will notify the committee, alleged violator and the complainant in writing informing them of the time, date and location of the hearing.
- (e) If no response is received by the alleged violator, the Ethics Chair is to notify the Committee, alleged violator and the complainant in writing informing them of the time, date and location of the hearing using the first preference date selected by the Committee.
6. At the hearing, the Ethics Committee shall only hear evidence from the complainant and the alleged violator.
 - (a) All parties must be present when the evidence is being presented.
 - (b) All members of the Ethics Committee shall ask questions of all parties.
 - (c) Neither party should be given the opportunity to cross examine the other.
7. After the conclusion, the Ethics Committee discusses the complaint.
 - (a) They are to vote on whether or not an actual violation of ethics has occurred.
 - (b) The results of this vote, along with a short description of the alleged violation, a short summary of the proceeding and a copy of the written complaint, are to be delivered to the President within 10 days of the hearing.
- c. Upon receipt of the Committee's investigation report, the President or Vice President shall immediately call a meeting of the Board of Directors. The meeting shall be conducted in accordance with the Rules and Regulations of LeTip International and the vote of the Board shall be final and binding.
8. The Board will make the final decision on what action should be taken based on the recommendation of the Ethics Committee findings.