



ETHICS DUTIES

LeTip Bylaw Article XI-Committees (Section 11.5 Ethics Chair Duties)

The Ethics Chair shall head a committee of two non-biased, active chapter members appointed by the President, if an immediate Past President is not available, as needed. Current Board Members are not eligible.

An Ethics Committee is formed each time a member submits a complaint in writing. **If they do not submit a formal complaint in writing, there is no Ethics hearing.**

1. Handle ethical issues with care and professionalism.
 - a. If you hear any rumors, ensure that you stop them before they get out of control.
 - b. Act as mediator between members when necessary.
 - c. Maintain confidentiality.
 2. Distribute copies of written complaints to each member of the Ethics Committee, the President, the complainant and the alleged violator.
 3. 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 e-mail. Advise them of the reason for the hearing and the three possible dates, asking them to select one of the dates. Request that they respond in writing within five days of receipt.
 - d. When notification has been received by the Ethics Chair, they will notify the committee, allege 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.
4. At the hearing, the Ethics Committee shall only hear evidence from the complainant & 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.
 5. 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.
 6. The Board will make the final decision on what action should be taken based on the recommendation of the Ethics Committee findings, which will be confidential.

ETHICS RULES & REGULATIONS

Per LeTip International Bylaws Article IV : Termination of Membership

Section 4.5 Procedure

The Ethics Committee shall review all violations of the Good Cause provisions of Section 4.5. and make its recommendation to the Board of Directors. All alleged violations of the Good Cause provisions of Section 4.5. shall be in writing, and addressed to the Chairperson of the Ethics Committee, unless the Chairperson is the alleged violator, in which case the writing shall be addressed to the President. The Chairperson of the Ethics Committee shall forward a copy of the writing to the President, immediately upon its receipt and all Ethic complaints submitted in writing to remain confidential and only discussed between the Ethics Chairperson and the two appointed Committee members. Reference Ethics Rules and Regulations in the Chapter Reference Guide.

LeTip International reserves the right to intervene in any violation.

- (a) If the Ethics Committee Chair is the alleged violator, then the President shall immediately appoint a new temporary Chairperson to hear, with the other two members of the Committee, the alleged violation.
- (b) If a Member of the Ethics Committee is the alleged violator, then the President shall immediately appoint a new temporary member to hear, with the Chairperson and the other member of the Committee, the alleged violation.
- (c) If the member submitting the Ethics complaint in writing feels there is a conflict of interest with the Ethics Chairperson and/or one of the two appointed committee members, they may request the chapter President appoint a new Ethics Chairperson or committee member to conduct the Ethics complaint investigation.
- (d) The Ethics Chairperson reserves the right to place any member(s) involved in a violation on a temporary LOA.
- (e) The Ethics Committee shall abide by the Bylaws of LeTip International, with reference to the manner of conducting their investigation. A copy of the Bylaws of LeTip International shall be used by each Committee member and the alleged violator.
- (f) The result of the Committee's investigation of the alleged violation and the alleged violator shall be submitted to the President, in writing no later than ten (10) days after the completion of their investigation. If the alleged violator is the President, then the result shall be submitted, as aforesaid, to the Vice-President and kept permanently confidential.
- (g) Upon receipt of the Committee's investigation report, the President, or Vice-President, as the case may be, shall immediately call a meeting of the Board of Directors. The board meeting, as called (quorum required) shall be conducted in accordance with the Bylaws of LeTip International. Each member of the Board and the alleged violator shall use a complete and up-to-date copy of the Bylaws of LeTip International. The Board of Directors vote shall be final and binding and kept permanently confidential. LeTip International, Inc. and any applicable insurance carrier may not defend and indemnify a chapter in a legal action if any member of the Board or Ethics Committee of that chapter does not abide to the confidentiality requirements of this Section 4.5.

Section 4.6 Grounds for Immediate Termination

LeTip International reserves the right to terminate your membership at any time with or without the chapter's notice or approval.

- (a) Any felony conviction or any crime involving moral turpitude that may be discovered prior to or during

membership. Court documentation must be obtained.

- (b) Any member attempting to change the Chapter name to other than LeTip, and/or recruiting LeTip members to a similar organization, shall be terminated. When said member is shown as Terminated within the system, they will not be permitted to rejoin, and their profile marked as banned.
- (c) Verbally, emotionally, or physically abusing another member.
- (d) A member of another category exclusive networking group.
- (e) Receiving a fourth warning letter for any reason.

Section 4.7 Definitions

- (a) Suspensions: All voting and other rights of the member are terminated during the suspension period. However, a suspended member shall not be relieved of any liability for payment of dues, or assessments levied during the suspension period.
- (b) Expulsion: Chapter membership is immediately and conclusively terminated. However, said member shall not be relieved of any liability for payment of chapter dues, or assessments accrued, prior to the hearing on the charge against the member and shall be shown as banned.
- (c) Probation: Subjection of an individual to a period of testing and trial to ascertain fitness as a member. This period of time should be a minimum of two weeks and not longer than 90 days. If the member does not pass the probation period of time, membership is immediately terminated, and notification will come from the board of directors.
- (d) Leave of Absence: A member must request a leave of absence in writing to the Board of Directors for up to 30 days at a time. Member must be in good standing. A member is allowed only 30 days maximum on a leave and must be reconsidered with a written request for additional time off every 30 days. Leaves do not have to be honored. Discretion considered by the board. Member must comply with chapter dues and International dues. Attempts should be made to fulfill tipping requirements. If in arrears with dues member could be terminated.
- (e) Maternity and Paternity and/or Family Leave: A member may request Maternity, Paternity or Family leaves for 90 days if member is in good standing. Such request shall be made in writing to the chapter Board. A member on such leave shall attempt fulfill tipping requirements.

Section 4.8 Termination of Rights

An expelled member shall not be eligible for re-admission to any LeTip Chapter. Member rights, use of LeTip International property, use of any and all chapter property, shall cease immediately upon expulsion.