

Ethics Violation Complaint Procedures

1. The Executive Director or the Chairman of the Ethics Committee will try to resolve any complaint informally. If no resolution is reached, the Complainant may submit in writing a complaint form, available on line or from the IECA office.
2. A copy of the complaint will be sent to the named consultant (the Respondent), who will have 30 days to respond. Any response will be shared with the Complainant, and both documents will be shared with the Ethics Committee and the Executive Director. The Executive Director will also share with the Ethics Committee any previous complaints against the Complainant or the Respondent, formal or informal, and their resolution.
3. Within 30 days, either party may request a hearing before the Ethics Committee, to take place during the next IECA conference unless all parties agree on a prior arrangement. Each of the principals will be invited and will appear separately. The hearing will be closed, except that the Ethics Committee may, in its discretion, seek information from other sources.
4. If up to this point the complaint can be resolved informally, the formal process will cease. However, the complaint, response, and resolution will be maintained in the Complainant's and Respondent's files in IECA office for IECA confidential use.
5. Once the complaint and response have been circulated (and after the hearing, if one was requested), within 30 days the Ethics Committee, in closed session, will make a Finding of Fact and issue an Order, which may range from exoneration to termination of membership. Any action shall be based on a preponderance of all credible evidence. Decisions of the Ethics Committee are final and will be communicated to both parties in writing.
6. Findings of Fact and Orders are maintained in the Complainant's and Respondent's file indefinitely and available to the public for five years, except that Orders to terminate membership shall remain available indefinitely and the fact of the complainant's termination communicated to the membership.
7. An Ethics Committee member may decline to participate in a particular case if he or she is close to either party either professionally or personally and the President will appoint a replacement. Likewise, the President may, at his or her discretion, replace a member on the case.



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