



Ethics Committee Decision Appeal Policy

This Appeal Policy dictates the guidelines for members who have violated the IARFC Code of Ethics. The Chapter Board of Directors of the IARFC decides appeal cases that have originated from the IARFC Ethics Committee.

Appeal Guidelines

- Appeal must be submitted within 30 days of receipt of the Ethics Committee decision.
- The Ethics Committee and the Chapter Board are not responsible for any delays or errors by the postal service or other delivery organization.
- Appeal must be made in writing to the Ethics Committee Liaison.
- Appeal for relief are limited to failure of the Ethics Committee to follow published criteria, policies, or procedures. Material errors of fact are also subject to appeal.
- The Chapter Board of Directors will review the Appeal Form and any attached supporting documentation and take one of the following actions:
 - Affirm the Committee decision in full
 - Modify the Committee decision
 - Reverse the Committee decision
- The Chapter Board of Directors will reach a decision as soon as practical and notify the member promptly. A letter signed by the Chapter Board President shall be sent by certified mail.
- The entire process could take 45 to 60 days after the receipt of the Appeal Form and any supporting documentation.

If further assistance is needed, contact the IARFC Home Office. While the IARFC Team is responsible for administering this process, they have no authority or role in determining the merits of any appeal. IARFC Phone: (800) 532-9060 Fax: (513) 345-9479