



Oklahoma State Association of Health Underwriters (OSAHU)

Policy & Procedure

Policy Title: Ethics Committee
Classification: Administrative
Policy Number: PP-016
Motion: Lisa DeRycke
Seconded:
Dated Submitted: March 16, 2007
Dated Approved: March 20, 2007
Amended:
Renewed: March 25, 2021
Sunset: March 25, 2024

PURPOSE: To create a committee and process for handling grievances submitted against any association member.

POLICY: (Committee Members)

- Both Tulsa and OKC will nominate 2 people from their chapter. These nominees should not be current OSAHU Board members, but should be past OSAHU Board Members. This limits the nomination field, but gives qualifications to the nominees by having time spent on the OSAHU board.
- In the event that a filed complaint is in reference to one of the committee members, that member would be expected to step down and an active OSAHU Board member would be appointed to take their place just for the field issue.

PROCEDURE(S): Complaint

- Complaint must be in writing, addressed to the current OSAHU Secretary
- OSAHU Secretary will refer complaint to the Ethics Committee
- Determine who the complaint is against to determine if adjustments need to be made within the sitting committee
- If the Ethics Committee determines that the complaint has merit, it would need to let the secretary know and the secretary would be responsible for notifying the accused member via registered mail of the charges, including acknowledgement to the complainant
- Committee will set a date, within 30 days of receipt of complaint, for a peer Hearing on the matter. The Peer Hearing should take place on neutral ground and attendees should be the committee, the complaining member and the member named in the complaint. Either party may bring along witnesses as necessary
- Within 30 days of the Peer Hearing, a report should be forwarded to the OSAHU Board outlining the details of the issue and recommended sanctions, if any
- Sanctions to include: apology; limited involvement in committee or OSAHU, OKCAHU or TAHU boards, removal of member from Oklahoma boards, Oklahoma committees,

Oklahoma membership, or other sanctions as the committee has authority to recommend or enforce

- OSAHU Board will vote on the recommendations of the committee
- Within 30 days, provide written notice to both parties of the decision of the OSAHU Board

Appeal

- Within 60 days of the OSAHU resolution notice to the involved parties, either party may request an appeal
- If no appeal is requested, or appeal fails, committee will process approved sanctions

Additional Note

- Recommend the top sanction taken by the OSAHU board would be removal of Oklahoma membership. If the complaining member feels this is more serious than this and wishes revocation of insurance license or anything harsher, they would have to take issue with the OID or their own counsel and OSAHU would no longer participate in the process. In addition, NAHU will only move to terminate membership upon the conviction of a felony, per NAHU's legal counsel.

Carrie Cox

President

Kelley Harms

Secretary