



DISCIPLINE PROCEDURES — FINANCIAL CONTROL POLICY

Section 5.2 of the Institute's By-Laws states that the Institute shall maintain a procedure to receive, consider, investigate and adjudicate upon complaints of allegations of breaches of the By-laws, the Code of Ethics or the Practice Standards.

THAT the Discipline Procedures — Financial Control consists of the following:

1. The Conduct and Discipline Committee (CDC) establishes an annual budget and presents it to the Board of Directors for approval.
2. If the approved CDC Budget is or is expected to be exceeded, then such excess is to be approved by the Board.
3. The Institute recognizes the time commitment and personal and professional sacrifice by those Members who are prepared to serve as investigators, Appeal and Tribunal Members. The policy of the Institute is to offer compensation to those Members, as follows:
 - a. Members of Tribunal and Appeal Boards are to be paid a per diem* fee, of an amount to be approved by the Treasurer and President & CEO, plus reimbursement of reasonable out-of-pocket documented expenses incurred in the course of the engagement.
 - b. Investigators are to be paid a fee per hour, of an amount to be approved by the President & CEO and the Chair of the Conduct and Discipline Committee, plus reimbursement of reasonable out-of-pocket documented expenses.

* A "per diem fee" is an amount paid for a standard 7 hour-day, if less than a day, the amount will be prorated. The number of days will be based on the number of hours the Tribunal Member is directly involved with the tribunal process i.e. preparation, meetings, hearing, report writing, etc.

Board of Directors
October 5, 2011