



Disciplinary Policy for Non-Compliance Regarding Annual General Meeting Attendance

Purpose:

- To establish a Disciplinary Policy for Non-Compliance regarding Annual General Meeting Attendance to deal with items outlined in CMMOTA Bylaws 3.5.1.1.1., 3.5.1.2.1., 3.5.1.6.2., 3.5.1.7.1., 3.6.2.2., 3.6.2.3., 3.7.1., 3.7.3., and the CMMOTA Fee Schedule, and to outline Membership and Administration Procedure in relation to the Policy.

Policy:

1. The Board of Directors grants its authority to Administration to suspend, and if necessary, cancel a Member following the steps outlined below regarding non-compliance regarding Annual General Meeting (AGM) attendance.
2. Full Massage Therapist Members, Full Manual Osteopathic Therapist Members, Registered Massage Therapist Members, and Spa Therapist Members are responsible to attend at least one Annual General Meeting (AGM) during every three-year Continuing Education Credit (CEC) cycle. During each CEC Cycle it is the responsibility of each Full Massage Therapist Member, Full Manual Osteopathic Therapist Member, Registered Massage Therapist Member, and Spa Therapist Member to attend a minimum of one (1) AGM, or to pay a fee-in-lieu as prescribed in CMMOTA Bylaw 3.5.1.1.1., 3.5.1.2.1., 3.5.1.6.2., and 3.5.1.7.1., which is specified in the current CMMOTA Fee Schedule. **All other classes of Membership are not required to attend an AGM once per three-year CEC cycle.**
3. Members who join the Association after the AGM in the second year of the CEC cycle are not required to attend an AGM in that CEC cycle.
4. If a Member has not paid the fee-in-lieu by 11:59 pm MST on December 31 of that year, January 1st or the next business day of the Association if the 1st falls on a nonbusiness day, their Membership will be suspended effective January 1st. The Member will receive a notice of payment past due that day and will have until 11:59 PM MST January 14th to pay the fee in lieu in full. Notification will be sent to their last known email address. Administration shall be responsible to fulfill this policy point. If the suspension has not been lifted within 5 business days of the notice of suspension, the members number is permanently retired. If a suspension is lifted after a member's number has been permanently retired, a new member number will be issued.
5. If a Member has not paid the fee-in-lieu on January 15th or on the next business day of the Association if the 15th falls on a nonbusiness day, their Membership shall be cancelled retroactively to January 1st. Notification will be sent to their last known email address and to their last known physical address. Administration shall be responsible to fulfill this policy point.
6. For a cancelled Member to be eligible for reinstatement into the Association, all outstanding fees, including the fee-in-lieu must be paid in advance of application for reinstatement in accordance with CMMOTA Bylaw 3.7.1..



Administrative Procedure:

1. Administration will keep a record of Member attendance at each AGM.
2. Administration will keep a record of Members who because they joined after the AGM in the second year of the CEC cycle are not required to attend an AGM in that CEC cycle.
3. If a Member has not paid a fee-in-lieu invoice by 11:59 pm MST on December 31 of that year, January 1st or the next business day of the Association if the 1st falls on a nonbusiness day, Administration will notify the Member via the last known email address that their Membership has been suspended effective January 1st. The Member will be issued a notice of payment past due that day and will have until 11:59 PM MST January 14th to pay the fee in lieu in full.
4. Administration will track all invoices, and if a Member has not paid the fee-in-lieu on January 15th or on the next business day of the Association if the 15th falls on a nonbusiness day, Administration will notify the Member via the last known email address and the last known physical address of the Member that their Membership has been cancelled retroactively to January 1st.
5. Administration shall track any outstanding fees related to fee-in-lieu, attaching the information to the cancelled Members file, so that in the case of requested reinstatement into the Association, Administration will have a record of all outstanding fees still owed by the cancelled Member, including the fee-in-lieu, which must be paid in advance of application for reinstatement of Membership in accordance with CMMOTA Bylaw 3.7.1.

Member Procedure:

1. If a Member chooses not to meet the minimum requirement for attendance at one AGM per 3 year CEC cycle, and does not pay the fee-in-lieu, they accept the responsibility of both having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

Original Date of Policy Adoption: March 30, 2020

Date of Last Policy Revision: September 12, 2022