



Disciplinary Policy for Non-Compliance Regarding Payment of Membership Fees

Purpose:

- To establish Disciplinary Policy for non-compliance regarding Payment of Membership Fees in accordance with CMMOTA Bylaws 3.3., 3.6.2.1., 3.7.1., and 3.7.3..

Policy:

1. The Board of Directors grants its authority to Administration to impose Administrative Fees to process renewals past the deadline as described in the CMMOTA *Fee Schedule*, to suspend, and if necessary, to cancel a Member following the steps outlined below regarding non-compliance regarding Payment of Membership Fees.
2. Members are responsible to pay membership fees on an annual basis on or before the deadline set out by the Board of Directors.
3. If a Member does not submit payment by the deadline set by the Board of Directors, then the next business day of the Association, Administration shall invoice the member the Administration Fee to Process Renewals past the Deadline in accordance with the current *Fee Schedule*, with the invoice being sent to the last known email address of the member.
4. If a Member does not submit payment in full, including any Administration Fee to Process Renewals past the Deadline, by December 31st, then on the next business day of the Association, their Membership shall be immediately suspended retroactively to January 1st, and the Member shall be notified of the suspension 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 member's 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 been suspended, they shall have until January 14th to submit payment for all outstanding invoices.
6. If a Member still does not submit payment in full by January 14th, then the next business day of the Association, their Membership shall be immediately cancelled retroactively to January 1st, and the Member shall be notified of the cancellation to their last known email address and to their last known physical address. Administration shall be responsible to fulfill this policy point.
7. For a cancelled Member to be eligible for reinstatement into the Association, all outstanding invoices must be paid before reinstatement in accordance with CMMOTA Bylaw 3.7.1. would be considered.

Administrative Procedure:

1. If a Member does not submit payment in full prior to the Deadline for Payment of Membership Fees, then Administration shall issue an invoice for an Administration Fee to Process Renewals Past the Deadline in accordance with the Current *Fee Schedule*.



2. If a Member fails to submit payment in full before the end of day of December 31st, then the next business day of the Association, Administration shall suspend the member retroactively to January 1st, and shall notify the member of the suspension to their last known email address. Administration shall also notify the appropriate third parties of the suspension.
3. If a suspended Member fails to submit payment in full before the end of day of January 14th, then the next business day of the Association, Administration shall cancel the membership retroactively to January 1st, and shall notify the cancelled member of the membership cancellation to their last known email address and physical address. Administration shall also notify the appropriate third parties of the cancellation.
4. Administration shall track any outstanding fees, 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 that need to be paid by the cancelled Member, before reinstatement of Membership will be considered in accordance with CMMOTA Bylaw 3.7.1..

Member Procedure:

1. If a Member chooses not to pay their membership fees in full by the deadline, they accept the responsibility of being charged a Administration Fee to Process Renewals Past the Deadline in accordance with the Current *Fee Schedule*.
2. If a Member chooses not to pay their membership fees, and if applicable, any additional fees due, by December 31st, they accept the responsibility of having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

Original Date of Policy Adoption: September 26, 2020

Date of Last Policy Revision: September 12, 2022