



Member Initiated Membership Cancellation Policy and Procedure

Purpose:

- To provide policy and procedure surrounding the cancellation of Membership as initiated by a Member.

Policy:

1. A Member may voluntarily choose to cancel their membership with CMMOTA for any reason.
2. Membership fees are non-refundable and are considered fulfilled on the first day of the membership period for which they were paid.
3. When cancellation of a membership is initiated by a member, the notice of cancellation must be in writing. Acceptable forms of this are by submission of a completed *Appendix 29 – Membership Cancellation Request Form* through physical mail to the address of the CMMOTA Office, or by fax to the fax number of the CMMOTA Office, or by email to info@cmmota.com.
4. Voluntary withdrawal of membership does not preclude the member from fulfilling the requirements of membership they were responsible to complete while they were a member. Administration at the time of membership cancellation shall determine the following which shall be noted in the member's file, which shall be used to determine outstanding requirements should a former member apply for membership reinstatement:
 - a. Outstanding fees, if any (e.g. AGM-in-lieu fees or Administration Fee for renewals past the deadline).
 - b. Outstanding CEC requirements in accordance with CMMOTA *Membership Requirement – Continuing Education Credits Policy*.
 - i. Where a member-initiated membership cancellation occurs within the last quarter of a CEC cycle (Oct 1-Dec 31) any outstanding CEC requirements must be fulfilled prior to membership reinstatement.
5. When a member initiates voluntary cancellation of their membership through this method, they shall not be required to pay a Membership Reinstatement Fee should they choose to reinstate their membership in the future.
6. If a member has had a disciplinary complaint filed against them, which has not been resolved at the time they choose to cancel their membership, they will still be subject to the CMMOTA's *Disciplinary Complaint Policy*.

Member Procedure:

1. To initiate voluntary membership cancellation a member shall send a completed *Appendix 29- Membership Cancellation Request Form* to the CMMOTA via physical mail to the address of the CMMOTA Office, or by fax to the fax number of the CMMOTA Administrative Offices, or by email to info@cmmota.com.

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