



### **Inactive Membership Policy**

Purpose:

- To provide clear written standards for moving from active to inactive membership, and vice versa, and to clarify membership responsibilities which are required to be fulfilled where a lapse in active membership has occurred.

Policy:

1. When an active member wishes to go on an extended leave from practice, they may apply to have their membership moved to inactive status.
2. The administration fee to move from active to inactive status shall be set by motion of the Board of Directors on an annual basis prior to November 30.
3. When moving from active to inactive status when membership fees have been paid for that membership year, no additional membership fee for inactive membership will be charged.
4. No refund of membership fees shall be granted in exchange for moving to inactive membership status.
5. Where changes in membership are made during a calendar year when full membership has been paid, prorated credit for the difference of membership fees, less insurance, will be added to the inactive member's account.
6. The professional liability insurance of a member moving to inactive status shall be cancelled on the date that inactive status takes effect. No refund for professional liability insurance cancellation shall be provided.
7. An inactive member may apply to return to active status. They must meet all of the requirements for membership in the class which they are looking to return to active status in.
8. Membership fees paid for inactive membership shall be applied on a prorated basis to New Membership Fees.
9. New Membership Fees owing must be paid in full before membership reactivation.
10. Inactive members returning to active status must secure Professional Liability Insurance through the Associations insurance broker. Fees associated with Professional Liability Insurance are not included in the New Membership Fee.

Original Date of Policy Adoption: September 13, 2023

Date of Last Policy Revision: