



Membership Reinstatement Policy

Purpose:

- To provide policy and procedure surrounding Membership Reinstatement in Accordance with CMMOTA Bylaw 3.7..

Policy

1. A former Member may apply for membership reinstatement under the following circumstances:
 - a. A former Member who voluntarily cancelled their membership and informed the Association in writing of the date of the cancellation in accordance with CMMOTA's *Member Initiated Membership Cancellation Policy and Procedure*.
 - b. A former Member who had their membership cancelled as a result of one of the following:
 - i. Disciplinary Action which resulted in cancellation of membership, with a ban on membership for a given period of time.
 - ii. Cancellation of membership for noncompliance with Membership Requirement to Maintain Valid Professional Liability Insurance.
 - iii. Cancellation of membership for noncompliance with Membership Requirement to Maintain Valid Standard First Aid and Level "C" CPR Certification.
 - iv. Cancellation of membership for noncompliance with Membership Requirement to Pay Membership Fees.
 - v. Cancellation of membership for noncompliance with Membership Requirements to maintain a current Vulnerable Sector Check.
 - vi. Cancellation of membership for noncompliance with Membership Requirement for Continuing Education Requirements.
 - vii. Cancellation of membership for noncompliance with Membership Requirement for Annual General Meeting attendance or payment of Fee-in-Lieu.
2. A former Member who had their membership cancelled as a result of Disciplinary Action with a lifetime ban on membership shall not be eligible to apply for membership reinstatement.
3. The Board of Directors shall by motion set the amount of the Membership Reinstatement Fees to be included on the CMMOTA Fee Schedule.
4. Membership Reinstatement Fees, in accordance with the CMMOTA Fee Schedule, will apply to all former Members seeking reinstatement whose membership was cancelled in accordance with *Membership Reinstatement Policy 1.b.i.-vii.*
5. Membership Reinstatement Fees will not apply to former Members whose membership was cancelled in accordance with *Membership Reinstatement Policy 1.a.* and CMMOTA's *Member Initiated Membership Cancellation Policy and Procedure*.
6. The Executive Director shall have the right to waive a Membership Reinstatement Fee at their discretion. If the Executive Director chooses to waive the fee, they shall note the reasons for the waiver in the Member's file.



7. A former Member applying for reinstatement must fulfill the following requirements prior to reinstatement, in addition to the regular requirements for the membership class:
 - a. Pay all outstanding membership fees, or other owed fees, dues, charges, costs and or expenses.
 - b. Fulfill any outstanding Standard First Aid and Level "C" CPR Certification requirements.
 - c. Fulfill any outstanding Vulnerable Sector Check Requirements.
 - d. Fulfill any outstanding CEC Requirements.
 - i. For credit to be granted to fulfill an outstanding CEC requirement the course must have been taken and completed after the start date for the CEC Cycle during which the credits were due. Courses taken before the CEC Cycle in which the credits were required will not be considered for CEC credit.
 - e. Fulfill any other outstanding requirements as may be contained in their previous membership file.
8. A former Member who applies to have their membership reinstated within 90 days of cancellation shall not have to pay a new membership fee if the membership fee was already paid in full for the current membership year. The former Member will be required to pay for a new professional liability insurance policy, directly to the insurance provider.

Administration Procedure:

1. Administration will provide any former member who inquires about membership reinstatement with the appropriate CMMOTA *Membership Reinstatement Form* (see Appendix 15 and/or Appendix 16). This form will contain the following:
 - a. A statement of whether a Reinstatement Fee applies, and the amount of the fee.
 - b. A statement of outstanding items that need to be resolved prior to the application being accepted.
 - c. A statement of new membership fees, if any, that would be due.
2. Administration will receive a completed form for processing from any former Member who qualifies and wishes to apply for Membership reinstatement.
3. Administration shall ensure that all outstanding requirements for reinstatement have been completed prior to processing the Membership Reinstatement application.
4. If the Executive Director chooses to waive a reinstatement fee, they shall provide reason(s) for waiving the fee in writing that shall be attached to the member's file.

Applicant Procedure:

1. A former member wishing to apply for Membership Reinstatement shall contact CMMOTA Administration to obtain a *Membership Reinstatement Form*.
2. A Membership Reinstatement applicant must fulfill any necessary outstanding requirements in full prior to having their Membership Reinstatement Application processed.



3. An applicant for Membership Reinstatement must in addition to any outstanding fees, pay any reinstatement fees and required membership fees in full prior to having their Membership Reinstatement Application processed.

Board of Directors Procedure:

1. The Board of Directors shall, by motion, set the amount for Membership Reinstatement Fees to be included on the CMMOTA Fee Schedule.

Original Date of Policy Adoption: October 19, 2020

Date of Last Policy Revision: September 13, 2023