



Disciplinary Policy for Non-Compliance Regarding Other Association Membership

Purpose:

- To establish Disciplinary Policy for non-compliance regarding other Massage Therapy or Manual Osteopathic Therapy association membership in regard to CMMOTA Bylaw 3.5.1.1.9., 3.5.1.2.8., 3.5.1.3.7., 3.5.1.6.7., 3.5.1.7.8., 3.5.1.8.3., 3.5.1.9.2., 3.5.1.10.4., 3.5.1.11.3., 3.5.1.12.2., 3.7.1., and as outlined in CMMOTA's *Membership Requirement – Other Association Membership* 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 with CMMOTA's *Membership Requirement – Other Association Membership* policy.
2. All Members are responsible to be in compliance with CMMOTA's *Membership Requirement – Other Association Membership* policy.
3. If it is found that a member holds membership with another association (the same as their professional designation(s) of either Manual Osteopathic Therapy and/or Massage Therapy) that puts them into violation of CMMOTA's *Membership Requirement – Other Association Membership* policy, their membership shall be immediately suspended, and the Member shall be notified of the suspension to their last known email address. In addition all necessary third parties will be notified of the membership suspension. 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.
4. The suspended member shall also be notified to their last known email address of their options to remedy this violation:
 - a. Cancel their membership with the other association within 30 days of the notice of suspension, and provide satisfactory confirmation of such; or
 - b. That their membership with the Canadian Massage and Manual Osteopathic Therapists Association be voluntarily cancelled.
5. The suspended member shall notify CMMOTA of which option they wish to proceed with, and shall provide satisfactory confirmation if required, not less than 30 days from the date of suspension.
6. If a Member does not provide notification of which remedy option they wish to proceed with, as well as satisfactory confirmation if required, prior to end of the 30-day suspension period, then the next business day of the Association, their Membership shall be immediately cancelled, and the Member shall be notified of the cancellation to their last known email address and to their last known physical



address. In addition, all necessary third parties will be notified of the member's cancellation. Administration shall be responsible to fulfill this policy point.

7. For a cancelled Member to be eligible for reinstatement into the Association, confirmation that they no longer are a member of another professional association that would bring them into violation of CMMOTA's *Membership Requirement – Other Association Membership* policy by way of satisfactory confirmation, must be provided to the Association in advance of application for reinstatement in accordance with CMMOTA Bylaw 3.7.1..

Administrative Procedure:

1. If it is found that a Member holds a membership in another professional association that puts them in violation of CMMOTA's *Membership Requirement – Other Association Membership* policy, Administration shall immediately suspend their Membership, and shall inform all necessary parties of the suspension, including the Member to their last known email address. Administration shall include in the notice to the Member the options available to the member to remedy the situation, and that the remedy must be completed within 30 days of the notice of suspension, and that they are responsible to notify CMMOTA administration of their choice of remedy and provide satisfactory confirmation of such.
2. If a Member fails to provide confirmation that they are no longer in violation of CMMOTA's *Membership Requirement – Other Association Membership* policy prior to end of the 30-day suspension period, then the next business day of the Association, Administration will immediately cancel their Membership, and shall inform all necessary parties of the cancellation, including the Member to their last known email address and their last known physical address.
3. Administration shall track any outstanding need for satisfactory confirmation that the cancelled member is no longer in violation of CMMOTA's *Membership Requirement – Other Association Membership* policy, 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 items that need to be provided 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 is in violation of CMMOTA's *Membership Requirement – Other Association Membership* policy, they accept the responsibility of having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

Original Date of Policy Adoption: March 22, 2022

Date of Last Policy Revision: September 13, 2023