



Disciplinary Policy for Non-Compliance Regarding Submission of Annual Declaration Forms.

Purpose:

- To establish Disciplinary Policy for non-compliance regarding submission of Annual Declaration Forms per CMMOTA Bylaw's 3.5.1.1.7., 3.5.1.2.7., 3.5.1.3.5., 3.5.1.4.4., 3.5.1.5.4., 3.5.1.6.9., 3.5.1.7.7., 3.5.1.8.1., 3.5.1.9.1., 3.5.1.10.2., 3.5.1.11.1., 3.5.1.12.1., 3.6.2.2., 3.6.2.3., and 3.7.1..

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 regarding submission of Annual Declaration Forms.
2. All Members are responsible to submit a completed CMMOTA Membership Annual Declaration Form by December 31st of each calendar year.
3. If a Member does not submit a completed CMMOTA Membership Annual Declaration Form by December 31st of each calendar year, then the next business day of the Association, their Membership may be immediately suspended, at the discretion of the Executive Director, 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 members 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. If a Member has been suspended, they shall have 30 days from the date of notification of the suspension to submit a completed CMMOTA Membership Annual Declaration Form.
5. If a Member still does not submit a completed CMMOTA Membership Annual Declaration Form 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. Administration shall be responsible to fulfill this policy point.
6. For a cancelled Member to be eligible for reinstatement into the Association, a completed CMMOTA Membership Annual Declaration Form must be provided to the Association in advance of application for reinstatement in accordance with CMMOTA Bylaw 3.7.1..

Administrative Procedure:

1. If a Member does not submit a completed CMMOTA Membership Annual Declaration Form by December 31st of a given calendar year, Administration may, at the discretion of the Executive Director, effective the next business day of the



Association, immediately suspend their Membership retroactively to January 1st, and shall inform all necessary parties of the suspension, including the Member at their last known email address. Administration shall include in the notice to the Member that if the requirement to provide CMMOTA with a completed CMMOTA Membership Annual Declaration Form is not completed within 30 days, that Member shall have their Membership cancelled.

2. If a Member fails to provide a completed CMMOTA Membership Annual Declaration Form 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 at their last known email address and their last known physical address.
3. Administration shall track any outstanding need for a completed CMMOTA Membership Annual Declaration Form, 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 chooses not to provide CMMOTA with a completed CMMOTA Membership Annual Declaration Form by December 31st of each calendar year, they accept the responsibility of having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

Original Date of Policy Adoption: January 18, 2021

Date of Last Policy Revision: September 13, 2023