



Membership Requirement - Annual General Meeting Attendance Policy and Procedure

Purpose:

- To establish a framework surrounding CMMOTA Bylaw 3.5.1.1.1., 3.5.1.2.1., 3.5.1.6.2., and 3.5.1.7.1., which stipulates the requirements for AGM attendance during a 3-year CEC cycle.

Policy:

1. Registered Massage Therapist, Full Massage Therapist, Spa Therapist and Full Manual Osteopathic Therapist members are responsible to attend at least one Annual General Meeting (AGM) during every three-year Continuing Education Credit (CEC) cycle. During this period of time, it is the responsibility of each Registered Massage Therapist, Full Massage Therapist, Spa Therapist and Full Manual Osteopathic Therapist member to attend a minimum of one (1) AGM, or to pay a fee-in-lieu as prescribed in CMMOTA Bylaw 3.5.1.1.1., CMMOTA Bylaw 3.5.1.2.1., CMMOTA Bylaw 3.5.1.6.2., and CMMOTA Bylaw 3.5.1.7.1. which is specified in the Current CMMOTA Fee Schedule. **All other classes of Membership are not required to attend an AGM once per three-year cycle.**
2. Members who join the Association after the AGM held during the second year of the CEC cycle are exempted from attending one AGM until the CEC cycle is renewed.
3. Administration shall be responsible to record AGM attendance.
4. Methods for AGM attendance shall be determined by the Board of Directors.
5. All Members attending an Annual General Meeting virtually must remain connected to the meeting for a minimum of 50% of the total time of the meeting in order to receive credit for attendance at the meeting.
 - a. Members are responsible for their own connectivity, and any inability to connect will not be considered a valid excuse for non-attendance.
 - b. Members connecting by phone to an AGM held virtually, in order to be eligible to receive credit must provide the phone number which they connected through to the Association by email to info@cmmota.com
6. The Board of Directors may invite Associate Members, Student Members, Inactive Members, Employees, and/or Special Guests to attend the Annual General Meeting by Motion of the Board.
7. Members who have not yet fulfilled the requirement of attendance at one AGM through the three-year CEC cycle shall receive notification from the Association not less than 60 days prior to the last AGM in the CEC cycle reminding them of this requirement and reminding the Members that non-attendance will bring about the requirement to pay the fee-in-lieu for non-attendance in accordance with the Current CMMOTA Fee Schedule.
8. Following the AGM meeting in the third year of the CEC cycle, all Members who have not fulfilled the requirement to attend one AGM, will receive an invoice from CMMOTA, sent to their last known email address, for the fee-in-lieu in accordance



with the Current CMMOTA Fee Schedule. This fee will be due on December 31 of that year. Administration shall be responsible to fulfill this policy point.

9. Administration shall track all invoices sent and shall send monthly reminders by email to Members who have not paid the invoices for fee-in-lieu of AGM attendance during the first week of each month up to and including the month of December.

Administrative Procedure:

1. Administration will inform members of the method that they will be using to record attendance prior to each AGM by including this information in the 21 Day Notice Package for the AGM.
2. Administration will inform members of those who by motion of the Board of Directors, have been invited to participate in the Annual General Meeting by including this information in the 21 Day Notice Package for the AGM.
3. Administration will record attendance at each AGM.
4. Administration will keep a record of Member attendance at each AGM.
5. Administration will keep a record of Members who because they joined after the AGM held during the second year of the CEC cycle are not required to attend an AGM in that CEC cycle.
6. Administration will send an email notice to all Members who have not yet fulfilled the requirement of attendance at one AGM through the three-year CEC cycle not less than 60 days prior to the last AGM in the CEC cycle reminding them of this requirement and reminding the Members that non-attendance will bring about the requirement to pay the fee-in-lieu for non-attendance prescribed in the Current CMMOTA Fee Schedule.
7. Following the AGM meeting in the third year of the CEC cycle, Administration shall issue an invoice, to the last known email address and the last known physical address of all full Members who have not fulfilled the requirement to attend one AGM for the fee-in-lieu in accordance with the Current CMMOTA Fee Schedule. This fee will be due on December 31 of that year.
8. Administration shall track all invoices sent and shall send monthly reminders by email to Members who have not paid the invoices for fee-in-lieu of AGM attendance during the first week of each month up to and including the month of December. If no correspondence or payment has been made by a member who has received an invoice by September 1, then Administration shall follow up with a phone call to the members last known phone number(s).

Board of Directors Procedure:

1. The Board of Directors shall, by motion, determine the acceptable methods for attendance at each Annual General Meeting no less than 22 days prior to the AGM and shall instruct Administration to include this information in the documentation provided to membership with the 21 Day Notice of the Annual General Meeting.
2. The Board of Directors shall, by motion, invite any Associate Members, Student Members, Inactive Members, Employees and/or Special Guests to attend the Annual General Meeting no less than 22 days prior to the AGM and shall instruct



Administration to include this information in the documentation provided to membership with the 21 Day Notice of the Annual General Meeting.

Member Procedure:

1. It is the responsibility of each Registered Massage Therapist, Full Massage Therapist, Spa Therapist and Full Manual Osteopathic Therapist member to pre-register to attend an AGM, and to register their attendance at the AGM.
2. If a Member chooses not to attend an AGM during the three-year CEC cycle, they are responsible to pay the fee-in-lieu amount upon receipt of an invoice from the Association.

Original Date of Policy Adoption: August 19, 2020

Date of Last Policy Revision: January 16, 2023