



## **Discipline for Non-Compliance Regarding Payment of Membership Fees Policy**

### Purpose:

- To establish Disciplinary Policy for non-compliance regarding Payment of Membership Fees in accordance with CMMOTA Bylaws 3.3., 3.6.2.1., 3.7.1., and 3.7.3..

### Policy:

1. The Board of Directors grants its authority to Administration to impose Administrative Fees to process renewals past the deadline as described in the CMMOTA *Fee Schedule*, to suspend, and if necessary, to cancel an individual's membership following the steps outlined below regarding non-compliance regarding Payment of Membership Fees.
2. Members are responsible to pay membership fees on an annual basis on or before the deadline set out by the Board of Directors.
3. If a Member does not submit payment by the deadline set by the Board of Directors, then the next business day of the Association, Administration shall invoice the member the Administration Fee to Process Renewals past the Deadline in accordance with the current *Fee Schedule*, with the invoice being sent to the last known email address of the member.
4. If a Member does not submit payment in full, including any Administration Fee to Process Renewals past the Deadline, by December 31<sup>st</sup>, then on the next business day of the Association, their Membership shall be immediately suspended retroactively to January 1<sup>st</sup>, and the Member shall be notified of the suspension to their last known email address. Administration shall be responsible to fulfill this policy point.
5. If a membership has been suspended, the Member shall have until January 14<sup>th</sup> to submit payment for all outstanding invoices.
6. If a Member still does not submit payment in full by January 14<sup>th</sup>, then the next business day of the Association, their Membership shall be immediately cancelled retroactively to January 1<sup>st</sup>, and they shall be notified of the cancellation by phone, and to their last known email address. Administration shall be responsible to fulfill this policy point.
7. For a person whose membership has been cancelled to be eligible for reinstatement into the Association, all outstanding invoices must be paid before reinstatement in accordance with CMMOTA Bylaw 3.7.1. would be considered.

Original Date of Policy Adoption: September 26, 2020

Date of Last Policy Revision: September 20, 2024