



Membership Requirement – Annual Declaration Policy

Purpose:

- To establish policy and procedure surrounding the Membership Requirement to submit an Annual Declaration form as part of the requirement for Membership Renewal in accordance with 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., and 3.5.1.10.1..
- The purpose of the Annual Declaration is to provide on a minimum of a yearly basis the information requested on the form to the Association in order to keep the members information up to date with the Association, and to fulfill requirements for members in Nova Scotia as required in provincial titles protection legislation.

Policy:

1. All members of the Association are required to submit an Annual Declaration as part of the annual membership renewal or, in the case of Emeritus Membership for membership maintenance. An Example of this form can be found under *Appendix 20 – CMMOTA Membership Annual Declaration Form*.
2. Administration shall prepare the CMMOTA Membership Annual Declaration Form.
3. Administration shall provide the form for the given year not less than 60 days prior to the deadline for the remittance of Membership Renewal Fees, by email to the last known email address of each member.
4. The completed Annual Declaration must be returned to the offices of CMMOTA not later than December 31st.
5. Administration shall review all Annual Declarations received from membership and shall update a member's profile when new information is provided by the member.
6. If a member discloses information which calls into question their ability to remain a member, a Disciplinary Complaint may be initiated at their discretion the Executive Director in accordance with CMMOTA Policy.
7. If a member discloses information surrounding entering into a peace bond, or criminal charges which have been brought against a member, at the discretion of the Executive Director, Administration may require that additional information be provided by the member within not less than 90 days of the request for additional information. Failure to provide requested information may result in the Executive Director initiating a Disciplinary Complaint in accordance with CMMOTA Policy.
8. If a member is found to have provided false information on their annual declaration, a Disciplinary Complaint may be initiated at their discretion the Executive Director in accordance with CMMOTA Policy.
9. If a Member does not submit a completed CMMOTA Membership Annual Declaration Form before the December 31st deadline, then Administration shall follow CMMOTA's *Discipline for Non-Compliance Regarding Submission of Annual Declaration Forms Policy*.

Original Date of Policy Adoption: January 18, 2021

Date of Last Policy Revision: September 20, 2024