



## **Membership Requirement - Annual General Meeting Attendance Policy**

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](mailto:info@cmmota.com)
6. The Board of Directors may invite Associate Members, Student Members, Inactive Members, and their attendance at the meeting shall be recorded and may be used to fulfill the requirement should they upgrade their memberships prior to the end of the current CEC cycle.
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.
10. If a Member does not fulfill the requirements of AGM attendance or paying the fee-in-lieu prior to the end of the 3-year CEC cycle period, then Administration shall follow CMMOTA's *Discipline for Non-Compliance Regarding Annual General Meeting Attendance Policy*.

Original Date of Policy Adoption: August 19, 2020

Date of Last Policy Revision: September 20, 2024