

## Membership and Affiliateship Policy (Final Draft)

---

### Overview

This Policy sets out the requirements for, and benefits of, being a member or affiliate of the Ontario Association of Naturopathic Doctors (also referred to as the **OAND** or **Association**). It also sets out the fee schedule for categories of members and affiliates. This policy is to be read in conjunction with the OAND By-Laws. The OAND reserves the right to verify eligibility of applicants for membership and affiliate status and ND Registration Numbers with the College of Naturopaths of Ontario (CONO). Applicants shall provide any requisite permissions for such verification.

### A. Membership

#### Eligibility for Membership

Persons eligible for membership in the Association are:

- a) *any person who is registered with CONO, whether or not they are actively practicing naturopathy;*
- b) *Directors (whether or not they are Naturopathic Doctors) until proclamation of the Not-for-Profit Corporations Act (Ontario) after which only Directors who are Naturopathic Doctors shall be eligible for membership\*; and*  
*(\* Under the new legislation, non-ND Directors will not need to be members)*
- c) *retired Naturopathic Doctors.*

The Canadian Association of Naturopathic Doctors (CAND) membership dues are linked with membership dues for the OAND. OAND members are required to purchase membership in both associations. Exceptions may be made, upon request and at the discretion of the OAND staff, for retired members and other naturopathic doctors (NDs) no longer practicing.

#### Requirements for Membership

In addition to being eligible for membership, an applicant must:

- a) *have paid their dues to the Association;*
- b) *agree to comply with the objectives of the Association, By-Laws and Articles; and*
- c) *be approved by resolution of the Board.*

Requirements for membership are continuing requirements which must be met in order to maintain membership.

### **Voting and Member Benefits**

There is only one class of members of OAND (although different fee categories). Each member is entitled to all benefits of membership, including: attending all meetings of members, one vote at each members' meeting, electing the directors of the Association, voting by proxy, receiving newsletters, being eligible for member discounts and other member benefits.

### **Termination of Membership**

Membership in the Association is not transferable and automatically terminates:

- a) if the member, in writing, resigns as a member of the Association;
- b) if the member dies;
- c) if the member fails to pay membership dues;
- d) if the Board terminates the membership, provided that the member is given at least 15 days' notice of a termination with reasons; and the member is given an opportunity to be heard by the Board, orally or in writing, not less than five days before the termination of membership becomes effective;  
or
- e) if the Association is liquidated or dissolved.

### **Dues – When Payable; Failure to Pay; Reinstatement**

The Board, at its discretion, may establish a payment plan for all dues, including monthly payments and discontinue membership at any time if the member has failed to pay for three months in succession. If the outstanding dues of any member are not paid within 60 days after the annual anniversary of the membership, the membership shall be terminated, provided that such member may apply to the Board for reinstatement upon payment of such dues and provided further that the requirements for eligibility for membership are complied with (see Appendix A to this Policy).

### **Record Date**

The Board shall fix a time and date, at least 50 days in advance of any meeting of the members, as the record date for the determination of those (members in good standing) entitled to notice of and to vote at a meeting of the members. Any person who is not a member as of the record date is not entitled to notice of or to vote at the meeting for which the record date has been established.

## **Membership Year**

The membership year is January 1 to December 31. All memberships expire on December 31 regardless of when they commenced.

## **Membership Renewals**

Memberships are due for renewal by January 1 of each year. Members must pay all outstanding fees from the previous year in order to be eligible to renew. Members who do not renew their memberships within 60 days of January 1 will no longer be considered to be members in good standing and their membership shall be terminated.

## **Membership Cancellation**

Members who are requesting cancellation of their membership are required to inform the OAND of their request in writing at least one month in advance of the requested cancellation date. All cancellations will be processed on the last day of the month (e.g. if you notify the OAND in writing in mid-March that you wish to cancel your membership, it will be processed at the end of that month and your payments, membership and benefits will continue until the end of the next month - April 30<sup>th</sup> in this case). Any refund due to cancellation of membership will be processed after the official cancellation date. The OAND will inform the CAND that the member is no longer in good standing, and that ND will no longer be eligible for membership with the CAND or to obtain liability insurance through the CAND.

## **Membership Fee Categories**

In order to respond to the financial challenges that may be associated with the early years of practice or employment as an ND in Ontario or the number of hours working as an ND, the OAND has a graduated fee schedule based upon the membership fee category (see Appendix A to this Policy). The Fee Schedule may be amended from time to time by OAND.

### **B. Affiliateship**

There shall be affiliates of the Association who shall be entitled to attend membership meetings of the Association, receive newsletters, participate in committees of the Association at the invitation of OAND, but who do not constitute members of the Association and who do not have a vote at membership meetings. Affiliates shall be eligible, at the discretion of the Board, for discounts and other member benefits available through the Association. Classes of affiliates currently include the following, which may be added to by resolution of the Board:

**Student Affiliates** - persons enrolled on a full-time basis at a school of naturopathic medicine recognized by the Council on Naturopathic Medical Education or a successor organization, and those who have graduated but are not yet registered as a Naturopathic Doctor with CONO. Affiliates who become registered with CONO must notify OAND immediately, at which time they will be invited to become a member. NDs registered in Ontario shall not remain as affiliates of OAND. Student affiliates shall expire on January 1 of

the year following graduation. Special permission may be granted to extend affiliateship in extenuating circumstances upon application in writing to the OAND and agreement by the OAND Board.

**Non-Ontario Naturopathic Doctor Affiliates** – persons who are licensed or registered as Naturopathic Doctors in a jurisdiction other than Ontario.

**Honorary Affiliates** - persons other than Naturopathic Doctors who distinguish themselves in service to the Association and commitment to the objectives for which the Association is formed.

**Non-Ontario Naturopathic Doctor Affiliates** – persons who are licensed or registered as naturopathic doctors in a jurisdiction other than Ontario.

**Supporting Affiliates** - organizations that distinguish themselves in service to the Association and/or commitment to the objectives for which the Association is formed.

Retired Affiliate – A retired ND (not working as a ND), who is 65+ years of age and has been a member of OAND for 10 years preceding their retirement.

#### **Admission of Affiliates**

The affiliates of the Association shall be those persons/organizations who are from time to time admitted as affiliates by resolution of the Board. Affiliates need to be committed to and comply with the objectives of the Association, By-Laws and Articles.

#### **Affiliateship Year**

All affiliateships expire on December 31.

**OAND Membership & Affiliateship Policy - Appendix A:**

<b>FEE SCHEDULE</b>			
<b>Membership Fee Category</b>	<b>Single Payment</b> (annual dues by cheque or credit card - no admin fee)	<b>12 Monthly Payments</b> (monthly cheque / credit card payments - includes admin fee)	<b>Auto-Renewal Plan</b> (ongoing monthly credit card payments - no admin fee)
<b>Active Full-Time Practitioner</b>	\$999.00 + HST (\$1128.87)	\$88.25 + HST (\$99.72)	\$83.25 + HST (\$94.07)
<b>Active Part-Time Practitioner</b> ND practicing fewer than 16 hrs/wk.	\$750.00 + HST (\$847.50)	\$67.50 + HST (\$76.27)	\$62.50 + HST (\$70.62)
<b>Active 2nd Year Practitioner</b>	\$500.04 + HST (\$565.05)	\$46.10 + HST (\$52.09)	\$41.67 + HST (\$47.09+)
<b>Active 1st Year Practitioner</b>	\$252.00 + HST (\$284.76)	\$25.43 + HST (\$28.73)	\$21.00 + HST (\$23.73)
<b>Associate Practitioner</b> ND registered in Ontario, but neither practicing nor employed as a ND for the year in question (e.g. maternity, paternity or sabbatical)	\$322.80 + HST (\$364.76)	\$31.33 + HST (\$35.40)	\$26.90 + HST (\$30.40)
<b>Affiliateship Fee Category</b>	<b>Single Payment</b>	<b>12 Monthly Payments</b>	<b>Auto-Renewal Plan</b>
<b>Non-Ontario Practitioner</b> ND who is licensed or registered in a jurisdiction other than Ontario	\$322.80 + HST (\$364.76)	\$31.33 + HST (\$35.40)	\$29.60 + HST (\$30.40)
<b>Retired Practitioner</b> A retired ND (not working as a ND), who is 65+ years of age and has been a member of OAND for 10 years preceding their retirement	No Fees Due		
<b>Naturopathic Medicine Students</b> Those enrolled full-time at a recognized school of naturopathic medicine & graduates who are not yet registered as a ND with CONO	No Fees Due		
<b>Honorary Affiliates</b> Non-NDs who distinguish themselves in service to the Association/its objectives.	No Fees Due		
<b>Supporting Affiliates</b> Organizations that distinguish themselves in service to the Association/its objectives.	No Fees Due		

Important: Fees are subject to change. All dues are subject to 13% HST. The membership year is January 1 to December 31 annually. All memberships expire on December 31, regardless of when they commenced. For new memberships starting after January, dues will be pro-rated to correspond to your month of joining.

## **Membership Fee Categories**

For those who meet the membership eligibility requirements, the following are the membership fee categories:

### **Active Full-Time Practitioner:**

NDs who are practicing and/or working as a ND more than 16 hours per week and have been doing so for more than two years.

### **Active Part-Time Practitioner:**

NDs practicing fewer than 16 hours per week.

### **Active 2<sup>nd</sup> Year Practitioner:**

NDs who are in their second year working as an ND.

### **Active 1<sup>st</sup> Year Practitioner:**

NDs who are in their first year working as an ND.

1. For those joining OAND between January 1 and June 30, the current year will be considered to be their first year of practice; in the following calendar year, they will be considered to be a Second Year Practitioner.
2. For those joining OAND between July 1 and December 31, they will be considered to be a First Year Practitioner for the remainder of the current year as well as through the entire following calendar year.

### **Associate Practitioner:**

- a. NDs who are registered as a ND in Ontario and are not working as a ND in Ontario; or
- b. NDs who are licensed or registered as NDs in Ontario, but are not practicing or employed as an ND for the period of time in question (e.g. maternity/paternity or sabbatical leave).

## **Return from Leave (Returning to Active Practice)**

Those members who have been on Associate Membership status due to maternity/paternity or sabbatical leave and who are returning to active practice must inform the OAND in writing. A Membership Special Status Declaration Form must be completed and returned to the OAND at least one month in advance of the change. For those returning from maternity or sick leave, the OAND will allow a four-month extension as an Associate Member, during which time the member has all privileges of a professional member, after which time the membership status will automatically increase to the Part-Time Member status and dues unless otherwise advised by the member.

## **Going on Leave**

Any member who temporarily stops practicing due to the birth/adoption of a child, sickness or an extended sabbatical must inform the OAND about their change in status in writing and receive confirmation from OAND staff. A Membership Special Status Declaration Form must be completed and returned to the OAND at least one month in advance of the change. Members going on leave are advised to continue as an Associate Member so that their insurance coverage will not be affected while they are on leave.

## Payment Options and Processing Fees:

There are two payment plan options: a single annual payment to be made upon joining/renewal/reinstatement or monthly payments to be made on the first of each month. Monthly payments include a minimal administrative fee (waived for members of the Auto-Renewal Plan). Payments may be made by Visa, MasterCard or by post-dated cheques.

## NSF and Processing Fees

Members paying by credit card must keep the credit card information that OAND has on file up to date. Members must provide new information in writing when cards are replaced and before a credit card expires. If credit card processing is declined for any reason, a \$30 reprocessing fee will be charged. If a cheque is returned as NSF or for any other reason, a \$30 reprocessing fee will be charged. If a member does not provide payment on time for any reason, a \$30 reprocessing fee will be charged.

## Non-Payment of Fees

If a member is paying annual fees in monthly installments, after three consecutive missed monthly payments (which members are alerted to automatically by our database system and manually as required by our member relations associate) their OAND membership will be cancelled. Membership cancellation means that if you were enrolled in the Partners Liability Insurance Program, you will no longer be eligible for this.

## Fees for New Members:

Membership fees will be pro-rated corresponding to the month of joining, except in the case of a ND who has recently cancelled their membership and then rejoined.

If a member cancels their membership and rejoins the OAND within a 12-month period, they will not be considered as new members and the full membership amount (12 months) is due.

## Status of Policy:

Policy No./Title	Membership and Affiliateship Policy
Author	
Approved By Date	
Revision Dates	
Related Policies/ Documents	By-Law No. 1 <i>Corporations Act</i> <i>Not-for-Profit Corporations Act (Ontario)</i>
Next Review Date	

## Copyright Notice/Disclaimer

© Ontario Association of Naturopathic Doctors [**insert date of creation**]. All Rights Reserved. No part of this Policy should be used for publication without permission and acknowledgement. A printed copy of this Policy may not reflect the current electronic version on the OAND Intranet.