

Membership Policy

Implementation Date: September 20, 2006	Review/Revision Date: December 8, 2009
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Policy:

All registered naturopathic doctors (NDs) are eligible to be members of the Ontario Association of Naturopathic Doctors (OAND). Voting privileges for OAND professional members are dependent on membership category. Students registered at a recognized naturopathic educational institution are eligible to be non-voting members of the OAND. The OAND membership policy will govern all membership-related issues in the organization.

Membership Categories – Professional Members:

Active Full Membership is eligible to:

Naturopathic doctors who are practicing and/or working as an ND more than 16 hours per week and have been practicing for more than two years.

Part-Time Membership is eligible to:

Naturopathic doctors practicing and/or working as an ND fewer than 16 hours per week. If you are employed on the basis of your qualifications as an ND outside of your practice (e.g. CCNM teaching staff, sales reps for suppliers, or clinical staff at RSC), you must count these employed hours with your practice hours. Time spent working in your practice (including charting, etc.) counts toward the time you spend working as an ND. The actual posted hours of operation on your clinic door do not determine your working hours.

Active 2nd Year Membership is eligible to:

Naturopathic doctors who are in their second year of practice as an ND.

Active 1st Year Membership is eligible to:

Naturopathic doctors who are in their first year of practice as an ND.

Since new practitioners may start practicing during the current membership year, their first year membership dues are determined as follows:

1. For those joining 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 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 Membership is eligible to persons:

- a. Who are licensed or registered as naturopathic doctors or who possess some other equivalent designation in a jurisdiction other than Ontario; or
- b. Who are licensed or registered as naturopathic doctors in Ontario, but are not practicing or employed as a naturopathic doctor for the period of time in question (i.e. maternity or sabbatical leave); or
- c. Who are currently registered as a Drugless Therapist (DT) in Ontario.

Associate Members do not have member voting privileges.

Retired Membership is eligible to:

Naturopathic doctors who are no longer working for remuneration as a naturopathic doctor and are either currently registered with the BDDT-N under inactive status or those persons who were previously registered as a naturopathic doctor in Ontario. In order to start in the OAND Retired Member category, an ND must have been an OAND member in at least five of the past ten years. Retired Members do not have member voting privileges.

Membership Categories – Pending Members:**Pending Membership is eligible to:**

Persons who have graduated from a recognized naturopathic educational institution and who intend to write the NPLEX and Ontario Board exams in order to become registered as a Naturopathic Doctor in Ontario. Membership fees will be assessed each year and publicized to the graduating class. Unless otherwise publicized, Pending Membership dues will be the same as Active 1st Year Membership dues.

Pending members must notify the OAND in writing within 7 days of receipt of NPLEX results, indicating whether they have passed or failed. Pending members who pass NPLEX must then notify the OAND immediately upon receipt of their ND Registration Number from the BDDT-N, at which time the member will qualify to become a Professional Member of the OAND in the Active 1st Year membership category. Pending members who fail NPLEX are not eligible to become Professional Members of the OAND and may choose to remain in the Pending membership category if they intend to write the failed exams again in order to become registered as NDs in Ontario. The OAND reserves the right to verify eligibility and ND Registration Numbers with the BDDT-N at any time

Pending Members do not qualify to be included in the OAND referral system, nor are they eligible to represent the OAND professionally (either by speaking or writing on behalf of the profession). While in Pending status, an individual may not publicize or otherwise imply that s/he is a professional member of the OAND nor that s/he is an ND.

Membership Year:

The professional membership year is January 1st to December 31st annually. All professional memberships expire on December 31st regardless of when they commenced. The student membership year is September 1st to August 31st annually. All student memberships expire on August 31st regardless of when they commenced.

A. Professional Membership Renewals:

Current professional memberships are due for renewal by January 1st of each year. Members whose renewals are not received by January 31st may be required to pay a late fee and must also pay all outstanding monthly fees from January 1st in order to successfully renew. Members who do not renew their memberships by January 31st will no longer be considered to be members in good standing of the OAND and may have their memberships terminated at the discretion of the OAND.

If a cancelled or expired member renews or reinstates their membership between February 1st and June 30th and has been a professional member of the OAND at any time during the past 12 months, all outstanding monthly fees from January 1st must be paid in order to successfully renew their membership.

If a cancelled or expired member reinstates their membership between July 1st and December 31st, membership fees will be pro-rated corresponding to the month of renewal.

B. New Professional Members:

A "New Member" is defined as a newly-licensed ND, or an existing ND who has not been a member of the OAND in the past 12 months. Membership fees will be pro-rated corresponding to the month of joining.

Payment Options and Processing Fees:

For the convenience of our members, we are pleased to offer 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 financing 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 their credit card information 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.

Professional Membership Policies:

All professional members of the OAND are required to meet and/or agree to the following requirements / policies:

Non-Payment of Fees

The following administration fees will apply:

1. If a cheque is returned as NSF or for any other reason, a \$30 reprocessing fee will be charged.
2. If credit card processing is declined for any reason, a \$30 reprocessing fee will be charged.
3. If a member does not provide payment on time for any reason, a \$30 reprocessing fee will be charged.
4. After two monthly payments in default, a member will be considered to be in arrears and the balance will be payable immediately. If a member is in arrears, they will no longer be a member in good standing and the OAND will have the right to revoke membership privileges and/or cancel the membership.

Return from Leave (Returning to Active Practice)

Those members who have been on Associate Membership status due to maternity 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, 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. 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.

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 of cancellation (e.g. if you notify the OAND in writing on March 10th that you wish to cancel your membership, your cancellation request will not be eligible until April 10th; since you will have already paid your April dues at that time, your membership will continue until April 30th, at which time the cancellation will be processed and all benefits of membership will cease). Any refund due to cancellation of membership will be processed after the official cancellation date. Members cancelling their membership who are insured through ND Protect are advised that their insurance coverage will also be cancelled at the time of OAND membership cancellation.

2010 Membership Categories and Dues

The following fee schedule outlines the various rates for membership in the OAND for 2010. Join the Auto-Renewal Plan today and save the monthly \$5 administrative fee (total savings of \$60)!

Membership Category	Single Payment (Cheque or Credit Card - no admin fee)	Or 12 Monthly Payments (Cheque or Credit Card)	Auto-Renewal Plan (Ongoing Monthly Credit Card Payments - no admin fee)
Active Full Member	\$1167.00	Monthly Payments of \$102.25	Monthly Payments of \$97.25
Active 2nd Year Practitioner	\$525.00	Monthly Payments of \$48.75	Monthly Payments of \$43.75
Active 1st Year Practitioner	\$264.60	Monthly Payments of \$27.05	Monthly Payments of \$22.05
Active Part-Time Practitioner Includes those practicing / employed as an ND (incl. CCNM teaching or clinical staff) fewer than 16 hrs / week	\$864.00	Monthly Payments of \$77.00	Monthly Payments of \$72.00
Associate Member Includes those licensed or registered as an ND in a jurisdiction other than Ontario; or registered in Ontario but not practicing nor employed as an ND for the year in question (i.e. maternity or sabbatical leave)	\$339.00	Monthly Payments of \$33.25	Monthly Payments of \$28.25
Retired Member Includes those no longer working for remuneration as an ND and registered with the BDDT-N under inactive status.	\$339.00	Monthly Payments of \$33.25	Monthly Payments of \$28.25

The above fee schedule includes 5% GST and a monthly payment administration fee, where applicable. As membership fees are subject to HST starting July 1, 2010, payments will be adjusted accordingly. The membership year is January 1st to December 31st annually. All memberships expire on December 31st, regardless of when they commenced. **Please Note:** if we are unable to process your credit card application for any reason, or if your cheque payment is returned NSF, you will be charged a \$30.00 processing fee. Please keep us informed when your credit card details change including your expiry date. Thirty days written notice is required should you wish to cancel your membership. Non-payment of membership dues will result in termination of membership in the OAND.

Please Note: If we are unable to process your credit card payment for any reason, or if your cheque payment is returned NSF, you will be charged a \$30.00 processing fee. Please keep us informed when your credit card details change (including your expiry date). Non-payment of membership dues will result in termination of membership in the OAND (including insurance, if applicable).