



Disciplinary and Appeal Procedures

Schedule B - Disciplinary and Appeal Procedures of the Canadian Association for Music Therapy

Disciplinary and Appeal Procedures

Ethics Chair and Disciplinary Chair.

- a) The Ethics Chair shall be responsible for receiving complaints, both formal and informal, for providing clarification to the membership about ethical matters, for educating the membership on ethics, and for providing reports to the Board.
- b) The Disciplinary Chair shall be responsible for investigating formal complaints. The Disciplinary Chair shall consult with the Disciplinary Committee on all disciplinary decisions. The Disciplinary Committee shall consist of two (2) accredited members appointed by the Board.
- c) Where a vacancy of the Ethics or Disciplinary Chair, or Disciplinary Committee occurs during the period of appointment, the President shall appoint an accredited member to the vacancy for the balance of the term.

Role and Function. The Disciplinary Chair may inquire into the conduct of a member under this Part, and for that purpose has all the powers, protection and privileges of a director pursuant to these bylaws. All resolutions of the Disciplinary Committee require unanimous consent.

Filing a Complaint. Complaints against a member by any person shall be in writing and directed to the Ethics Chair.

Initial Process. Upon receipt of a written complaint, the Ethics Chair shall:

- a) Forward the complaint to the Disciplinary Chair, who will then
- b) Inform the Committee that a complaint has been received
- c) Inform the subject of the complaint (hereafter referred to as the subject) in writing that a complaint has been received.

Investigation. The Disciplinary Chair will conduct an investigation into the complaint, including interviewing the complainant and the subject, interviewing witnesses, and reviewing documentation. The Disciplinary Chair will inform the subject of the complaint of any communication with third parties involved with the complaint and any documentation reviewed, and will allow the subject to respond to the findings before a decision for summary action is made.

Summary Disciplinary Action. Where in the opinion of the Disciplinary Chair and in consultation with the Disciplinary Committee, the complaint is one which may be handled in a summary manner, the Disciplinary Committee may impose summary discipline as required, such discipline consisting of a reprimand, warning or such other action as the Disciplinary Committee, subject to the bylaws, shall deem appropriate. The Disciplinary Chair shall inform the complainant and subject by registered mail, within fourteen (14) days of the summary action taken. The Disciplinary Chair may use his/her discretion to: a) publish names of music therapists and/or b) publish facts of the complaint and the disciplinary action taken and/or c) where applicable, inform the music therapist's employer(s) of the complaint

Citation. Where, in the opinion of the Disciplinary Committee, upon reviewing the complaint or after an investigation, the matter is sufficiently in dispute or of sufficient severity, the Disciplinary Chair shall refer the matter to a Disciplinary Hearing (see CAMT Disciplinary Hearing Procedures for complete process).

Right to Appeal. The subject of disciplinary action either summary disciplinary action or disciplinary hearing action has the right to appeal such decisions. A request for appeal must be made by registered mail within, fourteen (14) days of receipt of the disciplinary action. Appeals regarding summary disciplinary action must be submitted to the Ethics Chair, who, in consultation

with the CAMT president, will appoint an Appeal Committee comprised of an Appeal Committee Chair and Committee members. (see CAMT Appeal Procedures for complete process).

The Appeal Committee may:

- a) Change the summary discipline;
- b) Uphold the summary discipline; or
- c) Forward the matter to an appeal hearing. (see CAMT Appeal Hearing Procedures for complete process). Appeals regarding disciplinary panel hearing decisions will be submitted to the CAMT President who must forward the matter to an appeal hearing panel. (see CAMT Disciplinary Hearing Procedures for complete process).

Where the Disciplinary Committee is satisfied that a member has been convicted by a court of an offence relating to her/his practice as a music therapist, or an indictable offence of any kind, it may summarily take any action against that person that it is authorized to take in accordance with the bylaws.

Termination of MTA status. Proceedings for termination of MTA credentials by the Ethics Committee may commence when an MTA has not maintained membership in good standing for a period of three or more consecutive years. The Ethics Committee shall serve written notice of such proceedings to the said MTA either personally or by registered mail. The Ethics Committee may withdraw the proceedings when the said MTA applies for membership and pays all outstanding dues and fees, including reinstatement fees, within thirty (30) days of the date of notice. Failure to comply with this Article will result in termination of MTA status and the music therapy employer(s) will be notified accordingly.

Reinstatement. A member who has been terminated may apply for reinstatement after fulfilling all conditions as may be prescribed by the Ethics Committee. The Ethics Committee, if it sees fit to do so, may restore such person to membership. Individuals whose MTA status has been terminated may seek reinstatement of MTA status by satisfying all requirements laid out by the Ethics Committee and by applying for re-accreditation pursuant to the CAMT Accreditation Handbook.