

Participation Terms and Consent Overview

1. Application Process

- ☐ Submission of completed membership form
- ☐ Proof of identity and brief statement of interest or community engagement goals
- ☐ The Association will respond to notifications and inquiries from members via email.
- ☐ OMPEA's membership registration process is conducted as follows:

- **Reviewing Period by OMPEA**

Submitted applications are accepted for processing and will be reviewed within 7 business days. If needed, OMPEA may request additional information via email or phone.

- **Welcome Information & Payment Instruction**

After review, members will receive a Welcome Information message along with payment instructions.

- **Payment Confirmation by OMPEA**

Upon receipt of payment, OMPEA will issue a formal Payment Confirmation Notice, confirming registration within 7 business days.

- **Activation of Start Date and an OMPEA Member ID will be issued.**

The official membership start date will be recorded as the first day of the month in which payment is received, and tracked for benefit eligibility and renewal purposes.

2. Renewal

- ☐ 7–14 business days with renewal reminders are sent prior to expiry.
- ☐ Benefits including **continuous membership** may be suspended for delayed payment.
- ☐ **Continuous** membership status shall remain valid if the late payment is completed within one calendar year from the due date.

3. Refund, Cancellation & Support

- ☐ Refunds are not generally issued except in special cases or organizational cancellation.
- ☐ Fee exemptions or scholarships may be granted based on need, community contribution, or strategic outreach criteria.

4. Member Responsibilities

- ☐ Uphold respectful communication across languages and cultures.
- ☐ Participate in periodic meetings, surveys, and forums.
- ☐ Maintain confidentiality and integrity in community interactions.

5. Member Feedback and Engagement Process

- ☐ Members are encouraged to actively contribute to the growth and improvement of the organization through constructive feedback.
- ☐ Feedback may be submitted anonymously or with attribution, and will be reviewed regularly to inform strategic decisions and enhance member experience.
- ☐ The organization values transparency and will share selective summaries of feedback and actions taken, while respecting appropriate boundaries and strategic discretion.

6. Recognition

- ☐ Members who have maintained **continuous membership for multiple years** (e.g., 3, 5, or 10 years) may be eligible for **recognition rewards**, including honorary certificates and special invitations.
- ☐ Recognition milestones are celebrated annually and highlight sustained commitment to the organization's mission and values.

7. Information Sharing & Consent

- ☐ Upon acceptance, members consent to the responsible sharing of their contact information, professional affiliations, and language preferences *within* the organization for purposes such as:
 - Cross-cultural matchmaking for mentorship or translation support
 - Notifications about events, workshops, and collaborative opportunities
 - Inclusion in internal directories and communication platforms
- ☐ Sensitive information (e.g., financial records, personal identification) will not be shared without clear written consent.
- ☐ Members may opt out of specific types of information sharing by submitting a written request to the Membership Coordinator at any time.

- ☐ The organization pledges to uphold strict confidentiality protocols and ensure that data usage aligns with international standards of ethical transparency.

8. Free Membership Terms

- ☐ Individuals who join under the free membership tier (early 100 individuals) in the initial implementation of 6 months are entitled to basic access, including general updates, selected open activities, and public resources.
- ☐ However, they **do not receive full benefits** offered by the association. For example:
 - ☐ Entrance fees may apply for events, workshops, or special sessions
- ☐ Full members enjoy additional privileges that support deeper engagement and collaboration.

9. Termination and Appeal

- ☐ Formal Notification: User submits a termination request by email or other communication channels.
 - ☐ Membership may be suspended due to misconduct or violation of core policies.
 - ☐ Members have the right to appeal within 30 days of notification.
 - ☐ Final decisions rest with the Membership Review Board.
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