

The  
Dr. E. Murakami Centre for Lyme Research  
Education & Assistance  
Society

Charitable Org # 81635 3296RR0001

## Members Handbook



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### Annual General Meetings

The Society AGM is held annually in January. The exact date and time of such meetings will be posted on the Society website closer to its date. Members are urged to attend this meeting whenever possible, in order to cast their votes pertaining to important issues such as election of Board Members, viewing financial reports, and learning about the goals and objectives being set for the forthcoming year.

As a valued member of the Dr. E. Murakami Centre for Lyme, you hold a vote at all meetings of the Society.

### Regular/Family Membership

Our regular Membership offers the monthly electronic newsletter, one coupon ticket towards an Annual Event, and volunteer opportunities. Regular memberships are active in that we ask our members to become involved as volunteers whenever possible. Please see our Volunteering section for further detail. Regular members have a right to hold a vote or office within the Society.

The Family Membership offers persons of the same household, over the age of 18 the same benefits of a regular membership for a flat fee. Each member of the family membership holds the same voting rights with the Society as regular members.

### Corporate Membership

Our corporate Memberships are open to any professional organization in the community. Membership benefits include the monthly electronic Professional newsletter, featuring in depth abstracts from all research conducted and information contained in our regular member newsletter; one complimentary ticket to our Annual Golf Fundraiser and one complimentary ticket to another Annual event. Prominent exposure on the website, at fundraising events and in printed event programs are also offered to Corporate members. Corporate membership offers the right to a vote and to office within the Society.

Associate corporate memberships are available to other professionals working at the same office as the Primary corporate member at a 50% discount per person. Members must be 18 years or older to join. Additional corporate members enjoy the same benefits as the primary professional member. Receipts are in the name of the Corporation only.

### Honorary Membership

A free lifetime membership is granted by the Board to any one person or persons who have elicited extraordinary efforts on behalf of the Society. This membership is considered and awarded annually. Persons awarded this level of Membership are honored at our Annual Gala Event. Honorary members hold a right to vote and hold office within the Society.

### Privacy Policy

The Society takes the privacy of their membership base very seriously. We do not divulge any information regarding our members to any third party. Any data collected from our members for research purposes will be conducted in a professional manner with proper questionnaires and consent waivers issued to those wishing to participate. All member information is kept strictly confidential and is managed by the corporate office. Member email addresses are used only to reply to any email correspondence initiated by the member in such a method. Databases within the Society are protected by up-to-date virus and spyware attacks to offer further protection to contact information.

### Cancellation/Refund Policy

Due to the objectives and structure of the Society, it is felt that any members joining are doing so because they hold the same beliefs and values of the Society. These objectives and directives are taken very seriously. With that understanding, the Society does not offer any refunds on any membership dues. This policy also applies to purchased event tickets, fundraising merchandise or seminar fees.

### Code of Conduct Policy

There is much controversy and hard feelings surrounding the many facets of Lyme disease and co-infections. These range from various choices of available treatment methods, basic facts, epidemiology, and of course diagnosis. Due to the sensitive nature of these issues, we implore our members to maintain a level of discretion and respect for each other and the choices they each make. The following policy was formed based on these considerations:

1. Any member(s) found to be rude or disrespectful to other members or persons based on treatment choices, political standings, opinions, or other factors surrounding Lyme and co-infections will be discreetly warned either verbally or in writing to adjust their behavior. If such behavior continues, membership privileges will be suspended.
2. Any member(s) found to be fraudulently conducting fundraising benefits by using the Society name or that of Dr. Murakami for monetary benefit, participating in political activities or letter writing campaigns under the guise of the Society name or that of Dr. Murakami or found to be benefiting in any way, through representation of a third party or business while representing the Society at any event or in office, will be banned from membership and face possible charges of fraud.
3. Please respect the fact that much of the materials, written or otherwise that make up marketing materials for the Society, such as website content, brochures, posters, logos, graphics, mottos, etc are the sole property of the Society or such parties as indicated thereon, and are therefore protected as such under international Copyright Law. It is therefore illegal to copy, cut and paste, replicate, scan and otherwise use or manipulate any of this material without written consent from the Society or without duly honoring the owner/author by way of properly quoting as such.
4. Due to the nature of the treatment and diagnosis of Lyme in Canada at the present time, it is considered extremely disrespectful to the professionals involved to divulge information regarding LLMD's or other treating professionals without their own written consent to do so. Disregarding this fact will ultimately end in the withdrawal of the doctor's willingness to treat Lyme patients all together, a step backwards and a huge loss to the patients under their care. Please be aware of the sensitive nature surrounding your physician's choice to treat you and respect that fact.
5. Any member(s) volunteering their time and effort at fundraising functions are expected to act in a respectable manner while representing the Society. Likewise, please respect the volunteers as they have taken time from their lives and families to offer time and assistance to the Society.

All members wishing to communicate directly with Dr. Murakami regarding Lyme or co-infections is asked to do so through a process by filling out a Health Questionnaire and faxing it through to our office at 1-866-259.2320. All Health Questionnaires are available online through our website and our forum.

### Volunteer Obligations & Opportunities

As any Not-for-Profit organization, we rely on the assistance of members to volunteer as needed. We ask that your assistance be given when possible at our fundraising events. An online form is available for submission to our office outlining the possible capabilities of members. A complete list of volunteer positions needing to be filled will be posted on the Society website.

### Fundraising Events & Activities

A list of current and upcoming events scheduled will appear online under Action & Opportunity as be listed in the newsletters. These events are not only organized for funding our efforts, but also exist as a means of meeting other Lyme victims and members of the Society. Some of the events slated for organization will include social gatherings and events specifically for member appreciation.

Opportunities to volunteer time and materials will be posted electronically on the Society website and within Newsletters. The necessary positions to be filled for each event will be listed and an online signup form made available.

### Sponsorship Program

Funding is a crucial part of the existence and successes of the Society. A sponsorship program is offered as an opportunity for businesses to support our community efforts in a charitable manner. Full details of such are outlined on the society website.

Sponsorship packages are available from the Society's corporate office for mail-out if requested. These packages explain the various levels of sponsorship, the benefits of such, and contain a Sponsorship Intention form.

Sponsorship from corporations offers the Society a means to fund the larger projects within the existing objectives, such as research and program development for Educational seminars.

### Newsletters

Newsletters are generated electronically and exist for all members to benefit from. Corporate memberships receive a slightly different newsletter from a regular member in that the publication will contain more forecasted activity and budget information pertaining to a Sponsorship, as well as further detailed research activities.

Newsletters will exist monthly and be archived on the Society online database for member access only. These will be sent via email notification to all members. In order for members to access the newsletter information, they simply have to follow the link they will receive in the notification email.

### Navigating the Website

The Society website is made as browser-friendly as possible. The navigation through the site is based on the Main menu buttons on the first website page. The following outlines what you can expect to find in each section.

- **Home:** the home page of the Society site. Basic explanation of our mandate and the portal to access through the rest of the site. Quick links are available from the home page to areas such as the Forum, our Shop and the Health Questionnaire.
- **Board Members:** features elected board members for the current year along with short bios on each.
- **Shop:** Our online shop that allows you to purchase items whereby the net proceeds help fund our initiatives and goals.
- **Lyme News:** Informative articles about the news within the Society
- **Membership, Donations & Sponsorship:** This section features the following information:
  - Levels of membership and benefits
  - Members Handbook link
  - Membership Application form link
  - link for online Donations
  - Sponsorship Program link
- **Action & Opportunity:** up-to-date information on our actions and progress. Also featured:
  - Volunteer opportunities
  - Research, Education, Assistance Program links
  - Newsletter link
- **Physician's Corner:** A membership-based area of our site dedicated and restricted to Health Practitioners with a valid license. Provides research data, articles, guidelines, charts and photos to help them in their daily practice.
- **Contact:** features the various departments of the Society and areas of inquiry under each designation.
- **FAQs:** features some answers to asked questions. This section will be expanded as we experience more questions from members.

## Our Promise to Canadians

We vow to remain professional and unbiased with our research and education of Lyme. Our programs offer insight into all aspects of the disease and the hope that intensive unbiased study brings.

We pledge to continue our efforts through the purpose of the Society so that one day Canadians can be assured superior protocols exist for Lyme in their own country, should they or their loved ones fall victim to this debilitating and insidious disease.

## Contacting Us

**Membership, Sponsorship, Donations and applicable Questions**

**Website Problems**

**Research Inquiries**

**Newsletter Questions or Article Submissions**

**Fundraising**

**Marketing**

- Melanie Lauren, Director  
mlauren@murakamicentreforlyme.org

**Accounting**

- Patricia Murakami, Director  
pmurakami@murakamicentreforlyme.org

**Communications, Youth Educational Programs**

- Sherry Drew, Director  
sdrew@murakamicentreforlyme.org

**Code of Conduct Concerns**

**Volunteer Questions or Concerns**

Human Relations

info@murakamicentreforlyme.org



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[www.murakamicentreforlyme.org](http://www.murakamicentreforlyme.org)

[www.murakamicentre4lyme.wordpress.com](http://www.murakamicentre4lyme.wordpress.com)