



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

## Fee Subsidy Procedure

<b>Date:</b>	June 7, 2022
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<b>Mandated Review:</b>	June 2027
<b>Policy Authority:</b>	Treasurer
<b>Parent Policy:</b>	<i>Fee Subsidy Policy</i>

### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to describe how requests for Fee Subsidies will be submitted, reviewed and decided.

### 2.0 DEFINITIONS

- 2.1 **2SLGBTQIA+** means two-spirit, lesbian, gay, bisexual, trans, queer, intersex, and asexual people.
- 2.2 **Association** means the Association of Canadian Archivists (ACA).
- 2.3 **BIPOC** means Black, Indigenous and People of Colour.
- 2.4 **Economic Precarity** means a state of persistent uncertainty or insecurity regarding employment or income making it difficult or impossible to pay Membership or Professional Development fees (e.g., unemployment, underemployment, temporary employment).
- 2.5 **Fee Subsidy** or **Fee Subsidies** means a temporary benefit provided by the Association in the form of waiving the cost of Membership or a Professional Development opportunity offered by the Association.
- 2.6 **Member, Members** or **Membership** has the meaning set out in By-law No. 1 of the Association.
- 2.7 **Non-Member** means an individual who, in accordance with By-Law No. 1 is eligible for membership but would normally not join or participate in the Association.
- 2.8 **Professional Development** means any workshop, conference, course or other program or activity offered by the Association for the purpose of providing professional development training and education.
- 2.9 **Secretariat** means the Association's Executive Director and Membership Services Coordinator.



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2.10 **Sponsor-Related** means fee subsidies that are funded through the contribution agreement with Ancestry or by Member donations.

### 3.0 PROCEDURE

#### 3.1 Board of Directors

3.1.1 The number of Fee Subsidies is dependent on the Association's finances and will be determined through the annual budget planning process.

3.1.2 The annual number and the amount of revenue the Association will forgo by granting Fee Subsidies is decided by considering the following factors:

- a. The Association's costs associated with providing Membership benefits or hosting a Professional Development opportunity,
- b. The number of Members registered for a Professional Development opportunity who have paid a full fee,
- c. Additional funding available through Sponsor-Related donations;
- d. The Membership category or type of Professional Development opportunity, and
- e. The Association's outstanding financial commitments and discretionary funds available.

#### 3.2 Membership Fee Subsidy

3.2.1 Requests for Membership Fee Subsidies will be decided based on the following criteria:

- a. A Member's affirmation that they are experiencing Economic Precarity;
- b. A Non-Member's affirmation that they:
  - i. Self-identify as a person with a disability, a new Canadian, a BIPOC community member or member of the 2SLGBTQIA+ community, and
  - ii. May be motivated to continue Membership in future, thereby helping to diversify the Association's membership by including individuals who are under-represented in the archival profession;
- c. A Non-Member's affirmation that they:
  - i. Are a member of an allied profession with unique and specialized knowledge, skills, expertise and experience,
  - ii. Are interested in archival work/working with the archival community, and
  - iii. May be motivated to continue Membership in future, thereby helping to promote membership development.



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3.2.2 Upon receiving another application, this Fee Subsidy may be renewed for one additional year for a total of two consecutive years.

### 3.3 Professional Development Fee Subsidy

3.3.1 Requests for Professional Development Fee Subsidies will be decided based on the following criteria:

- a. A Member's affirmation that they are experiencing Economic Precarity;
- b. A Non-Member's affirmation that they:
  - i. Self-identify as a person with a disability, a new Canadian, a BIPOC community member or member of the 2SLGBTQIA+ community, and
  - ii. May be motivated to join the Association at a future date after receiving Membership benefits, thereby promoting the inclusion of individuals who are under-represented in the archival profession.

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1 Applicants

4.1.1 Applicants complete and submit their Application for Fee Subsidy to the Association's Secretariat in accordance with the announcement(s) about the number of Membership, Professional Development, annual Conference and Sponsor-Related Fee Subsidies available and the process by which these Subsidies can be requested.

### 4.2 Membership Committee - Chair

4.2.1 The Membership Committee Chair:

- a. Announces the availability and number of Membership Fee Subsidies available and how to apply,
- b. Reviews Membership Fee Subsidy applications received by the Secretariat, and
- c. Communicates decisions regarding applicants to the Secretariat to act upon.

### 4.3 Professional Development Committee - Chair

4.3.1 The Professional Development Committee Chair:

- a. Announces the availability and number of Professional Development Fee Subsidies, excluding the annual Conference and Sponsor-Related Subsidies, available for an event and how to apply,
- b. Reviews Professional Development Fee Subsidy applications received by the Secretariat, and
- c. Communicates decisions regarding applicants to the Secretariat to act upon.

### 4.4 Secretariat



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- 4.4.1 The Secretariat provides opportunities for members to donate funding as part of the annual Conference registration process.
- 4.4.2 The Executive Director:
- a. Works with the Treasurer to draft and manage the budget, considering the number of recommended subsidized spaces for Membership and Professional Development,
  - b. Documents the number of approved Fee Subsidies available, and to which programs they are assigned,
  - c. Receives applications and distributes them to the appropriate committees,
  - d. Announces the availability and number of Conference and Sponsor-Related Fee Subsidies and how to apply,
  - e. Reviews the Conference and Sponsor-Related Fee Subsidy applications received by the Secretariat,
  - f. Communicates Fee Subsidy decisions to applicants,
  - g. Tracks, manages and reports subsidized spaces quarterly to the Board and annually to the Membership, and
  - h. Maintains the Application for a Fee Subsidy form.

## **5.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS**

- 5.1 The legal and other Association policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:
- 5.1.1 Association of Canadian Archivists By-Law No. 1,
  - 5.1.2 Financial Management Policy, and
  - 5.1.3 Gifts, Donations and Sponsorship Policy.