



Association of
Canadian Archivists
Association canadienne
des archivistes

Fee Subsidy Policy

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Policy Authority:	Treasurer
Associated Documents:	<i>Fee Subsidy Procedure</i> <i>Application for Fee Subsidy</i> <i>Fee Subsidy Flowchart</i>

1.0 PREAMBLE

- 1.1 The Association of Canadian Archivists is committed to supporting equitable access to Association activities, business, and benefits for all Members at any stage in their careers and, under specified circumstances to Non-Members.
- 1.2 Membership and Professional Development Fee Subsidies may be provided, when needed:
 - 1.2.1 To individuals experiencing Economic Precarity,
 - 1.2.2 To promote membership development,
 - 1.2.3 To help achieve the Association's equity commitments, and
 - 1.2.4 To access and benefit from the unique and specialized knowledge, skills, expertise, and experience of an individual who would normally not join or participate in the Association.

2.0 PURPOSE

- 2.1 The purpose of this policy is to:
 - 2.1.1 Establish the framework by which the Association provides Fee Subsidies, and
 - 2.1.2 Support making Fee Subsidy decisions in a transparent, equitable and consistent manner.

3.0 SCOPE

- 3.1 This policy applies to the provision of Fee Subsidies to:



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- 3.1.1 Members experiencing Economic Precarity who cannot afford to pay annual Membership or Professional Development opportunities offered by the Association.
- 3.1.2 Non-Members who, in accordance with By-Law No. 1 are eligible for membership, where awarding a Fee Subsidy:
- a. Enables the Association to benefit from the unique and specialized knowledge, skills, expertise and experience of an individual who would normally not join or participate in the Association, or
 - b. It is desirable to help diversify the Association's membership, or promote the inclusion of individuals in Professional Development opportunities who are under-represented in the archival profession,
 - c. and who, in either of the circumstances above, may be motivated to continue Membership in the future.
- 3.2 This policy does not apply to fees that are otherwise subsidized or discounted (e.g., the Student Membership category).

4.0 DEFINITIONS

- 4.1 **Association** means the Association of Canadian Archivists (ACA).
- 4.2 **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).
- 4.3 **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.
- 4.4 **Member, Members** or **Membership** has the meaning set out in By-law No. 1 of the Association.
- 4.5 **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.
- 4.6 **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.
- 4.7 **Secretariat** means the Association's Executive Director and Membership Services Coordinator.
- 4.8 **Sponsor-Related** means fee subsidies that are funded through the contribution agreement with Ancestry or by Member donations.



5.0 POLICY

5.1 General

- 5.1.1 The Association provides Fee Subsidies in accordance with this policy and within the fiscal limits of its annual operating budget.
- 5.1.2 The Association provides Fee Subsidies by foregoing revenue it would otherwise collect, not by disbursing funds to approved applicants.
- 5.1.3 The Association will be transparent in its distribution of Fee Subsidies and maintain a complete and accurate record of them.
- 5.1.4 Fee Subsidies will be awarded in accordance with the criteria described in sections 3.1.1 and 3.1.2 of this Policy and sections 3.2.1 and 3.3.1 of its Procedure.
- 5.1.5 A Fee Subsidy may be requested by submitting an application (see the Procedure and Application for Fee Subsidy form associated with this Policy).

5.2 Eligibility

- 5.2.1 Fee Subsidies are available to Members and Non-Members in accordance with Sections 3.1.1 and 3.1.2.

5.3 Membership Fee Subsidy

- 5.3.1 The Association may provide a full Fee Subsidy for membership fees for:
 - a. A Member in accordance with Section 3.1.1, or
 - b. A Non-Member in accordance with Section 3.1.2.a or 3.1.2.b who may be motivated to join the Association at a future date after receiving Membership benefits.
- 5.3.2 This Fee Subsidy may be renewable for one additional year for a total of two consecutive years.

5.4 Professional Development Fee Subsidy

- 5.4.1 The Association may provide a full Fee Subsidy for Professional Development opportunities for a Member in accordance with Section 3.1.1.
- 5.4.2 The Association may provide a full Fee Subsidy for Professional Development opportunities for a Non-Member in accordance with Section 3.1.2.b who may reasonably be motivated to join the Association at a future date after receiving Membership benefits.

5.5 Member Funded Subsidies

- 5.5.1 The Association will provide opportunities for Members to donate funding as part of the conference registration process.

5.6 Limitation



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- 5.6.1 The Association does not guarantee the availability of Fee Subsidies. The Association will communicate the number of Membership and Professional Development Fee Subsidies available annually, as well as the process by which these Subsidies can be requested.

6.0 ROLES AND RESPONSIBILITIES

6.1 General

- 6.1.1 Association members must comply with the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintain confidentiality of information belonging to the Association.
- 6.1.2 The Association's Board of Directors, Secretariat and volunteers must comply with the terms of their job descriptions, contracts and/or this policy.
- 6.1.3 The Treasurer is responsible for implementing and monitoring the *Fee Subsidy Policy*.

6.2 Board of Directors

- 6.2.1 The Board of Directors is responsible for upholding the Standard of Care outlined in Article 11.1 of ACA By-Law No. 1.
- 6.2.2 The Board of Directors, through annual approval of the budget, authorizes the number of Fee Subsidies and the amount of revenue the Association will forego by subsidizing Membership, Professional Development, and Conference fees that are not Sponsor-Related.
- 6.2.3 The Board of Directors delegates authority for the review and awarding of:
- a. Membership and Professional Development Fee Subsidies that are not annual Conference and Sponsor-Related to the relevant Association committee, and
 - b. Annual Conference and Sponsor-Related Fee Subsidies to the Secretariat.

6.3 Membership Committee – Chair

- 6.3.1 The Membership Committee Chair (or Board Liaison in their absence) considers Fee Subsidies for all Membership categories not already subsidized through other means and:
- a. Announces the availability of Membership Fee Subsidies, the application process, and the number of subsidies available each year,
 - b. Reviews applications for subsidies received by the Secretariat, and
 - c. Provides decisions regarding applicants to the Secretariat to act upon.

6.4 Professional Development Committee - Chair



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- 6.4.1 The Professional Development Committee Chair (or Board Liaison in their absence) considers Fee Subsidies for all Professional Development activities, excluding the annual Conference and Sponsor-Related Subsidies, offered by the Association, and:
- a. Announces the availability of Professional Development Fee Subsidies, the application process, and the number of subsidies available for an event,
 - b. Reviews applications for subsidies received by the Secretariat, and
 - c. Provides decisions regarding applicants to the Secretariat to act upon.

6.5 Secretariat

- 6.5.1 The Executive Director considers all Conference and Sponsor-Related Fee Subsidies offered by the Association and:
- a. Announces the availability of Conference and Sponsor-Related Fee Subsidies, the application process, and the number of subsidies available each year,
 - b. Reviews applications for subsidies received by the Secretariat, and
 - c. Makes decisions regarding applicants for the Secretariat to act upon.
- 6.5.2 The Secretariat is responsible for tracking and managing the number of approved Fee Subsidies and communicating that number to the Board and Membership.

6.6 Applicants

- 6.6.1 Applicants are responsible for familiarizing themselves with the *Fee Subsidy Policy*.

7.0 REPORTING

- 7.1 The granting of Fee Subsidies will be reported to members annually.

8.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 8.1 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:
- 8.1.1 Association of Canadian Archivists By-Law No. 1,
 - 8.1.2 Financial Management Policy, and
 - 8.1.3 Gifts, Donations and Sponsorship Policy.

9.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- 9.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of the



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Association's *Privacy Policy*.

10.0 RETENTION AND DISPOSAL OF RECORDS

10.1 Information and records made and received to administer this policy are evidence of the Association's actions to manage its financial operations. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the Association Secretary.

11.0 POLICY REVIEW

11.1 The Association's Governance Committee will review this policy:

11.1.1 At least once every five years, or

11.1.2 When changes are made to:

- a. The Association's membership provisions or categories pursuant to By-Law No. 1, or
- b. The ACA Equity Commitments.

12.0 AUTHORITY

12.1 This policy is administered under the authority of the Treasurer.

13.0 INTERPRETATION

13.1 Questions of interpretation or application of this policy or its associated document(s) shall be referred to the Treasurer and the President, who will jointly make a decision, which shall be final.

14.0 ASSOCIATED DOCUMENTS

14.1 The associated documents for this policy are:

14.1.1 *Fee Subsidy Procedure*,

14.1.2 *Application for Fee Subsidy Form*, and

14.1.3 *Fee Subsidy Flowchart*.