



Association of
Canadian Archivists
Association canadienne
des archivistes

Membership Policy

Date:	October 20, 2023
Number:	2023-05
Date of Last Review/Revision:	October 20, 2023
Mandated Review:	October 2028
Policy Authority:	Secretary
Associated Documents:	<p><i>Schedule A: Approved Membership Classes and their Associated Membership Dues (Expires December 31, 2023)</i></p> <p><i>Schedule B: Approved Membership Classes and their Associated Membership Dues (Effective January 1, 2024)</i></p>

1.0 PREAMBLE

- 1.1 Members of the Association receive certain entitlements under By-law No. 1 of the Association.
- 1.2 The Association provides additional programs and services to meet the needs of its Members.
- 1.3 The Association charges Membership Dues to its members to provide financial resources so that the ACA can operate its programs and services sustainably.
- 1.4 The cost of Membership Dues can present a barrier to some members of the Canadian archival community in participating in the business of the Association.
- 1.5 The ACA seeks to create a Membership Dues structure that balances its need for financial resources with its goal of creating an inclusive and diverse Membership that is representative of Canadian society.

2.0 PURPOSE

- 2.1 The purpose of this policy is to:
 - 2.1.1 Establish and define the Association's Membership Classes,
 - 2.1.2 Define the criteria for establishing Membership Dues within each Membership Class,
 - 2.1.3 Incorporate the Association's Equity Commitments within the Membership Classes, and
 - 2.1.4 Establish a framework for the Association to accommodate reciprocal agreements with other associations regarding Membership benefits.



3.0 SCOPE

3.1 This policy applies to the development of Membership Classes and Dues by the Association's Board of Directors, the Board committee responsible for membership, and Association Members.

4.0 DEFINITIONS

4.1 **Association** means the Association of Canadian Archivists (ACA).

4.2 **Class** or **Classes** has the meaning set out in By-Law No. 1 of the Association.

4.3 **Member, Members** or **Membership** has the meaning set out in By-law No. 1 of the Association.

4.4 **Membership Dues** has the meaning set out in By-Law No. 1 of the Association.

4.5 **Secretariat** means the Association's Executive Director and Membership Services Coordinator.

4.6 **Student** means a person enrolled at a post-secondary institution.

5.0 POLICY

5.1 General

5.1.1 The Association divides the single Class of Individual Members defined in By-law No. 1 into the following sub-categories:

- a. Individual, and
- b. Institutional.

5.2 Individual

5.2.1 The Individual Class comprises persons interested in furthering the Association's purposes who are Students or persons working in, retired from, or having an interest in the Canadian archival community.

5.2.2 The Membership Dues for this Class are structured on a sliding scale according to the person's declared gross annual income or their status as an Associate, Student or Retiree.

5.2.3 Membership Dues are paid annually on a date set by the Board of Directors to coincide with the Association's fiscal year.

5.2.4 The Association may provide a membership fee subsidy to an Individual Member under the provisions of its Fee Subsidy Policy.

5.3 Institutional

5.3.1 The Institutional Class comprises organizations interested in furthering the Association's purposes who operate an archival program in Canada or have an interest in archival programs operated in Canada.



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- 5.3.2 The Membership Dues for this Class are structured on a sliding scale according to the declared number of staff working for the institution.
- 5.3.3 Membership Dues are paid annually on a date set by the Board of Directors to coincide with the Association's fiscal year.
- 5.3.4 No membership fee subsidy is available for Institutional Members.

6.0 ROLES AND RESPONSIBILITIES

6.1 Board of Directors

- 6.1.1 The Board of Directors is responsible for:
 - a. Upholding the Standard of Care outlined in Article 11.1 of ACA By-Law No. 1;
 - b. Reviewing proposed changes to Membership Classes and Dues;
 - c. When necessary, preparing and submitting a resolution for approval by the Membership in accordance with the Association's By-Law No. 1; and
 - d. Establishing reciprocal membership agreements with other associations to give better access to cross-organizational knowledge and training on archives and information governance, thereby benefitting of the members of both associations involved in the agreement, provided that:
 - i) The agreement is for a set time period that is subject to review and renewal at the end of that period;
 - ii) The agreement may be modified by mutual agreement at any time:
 - a) upon request from either association's governing body;
 - b) provided this course of action has the approval of both governing bodies; and
 - c) allows 30 days to resolve the matter.
 - iii) Access by members of each association to the other association's services is clearly defined;
 - iv) Association Membership contact information is not shared with the other association involved in the agreement; and
 - v) The agreement does not permit members of the other association to vote in Association elections or serve on the Association's Board of Directors or Committees.

6.2 Membership Committee

- 6.2.1 The Membership Committee, in consultation with the Secretariat, is responsible for:
 - a. Periodically reviewing Membership Classes and Dues, including the sliding scales and rates used for Individual and Institutional Membership Classes, to



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ensure that they are compatible with the economic circumstances of the archival community and the Association;

- b. Administering individual membership fee subsidy applications in accordance with the Association's Fee Subsidy Policy; and
- c. Liaising with the Secretariat to resolve any membership issues not anticipated by this policy.

6.3 Secretariat

6.3.1 The Secretariat is responsible for:

- a. Day-to-day operations pertaining to Membership, including renewal notices, processing Membership Dues payments, issuing renewal reminders and maintaining the Membership Roll;
- b. Periodically reviewing, in consultation with the committee responsible for membership, the Membership Classes and Dues, including the sliding scales and rates used for Individual and Institutional Membership Classes, to ensure that they are compatible with the economic circumstances of the archival community and the Association;
- c. Administering individual membership fee subsidy applications in accordance with the Association's Fee Subsidy Policy; and
- d. Liaising with the Membership Committee to resolve any membership issues not anticipated by this policy.

6.4 Members

6.4.1 Members are responsible for:

- a. Maintaining current contact information with the Secretariat;
- b. Familiarizing themselves with this policy and the Fee Subsidy Policy; and
- c. Reviewing and approving the Membership Classes and Dues submitted as a resolution by the Board of Directors to a meeting of the Association arranged in accordance with ACA By-Law No. 1.

7.0 REPORTING

7.1 The granting of Membership Dues 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 *Fee Subsidy 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 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 Membership and 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 In conjunction with the Association's committee responsible for governance, the committee responsible for membership 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 in By-Law No. 1,
- b. The Association's operations or finances that may necessitate a change in Membership Classes or Dues, or
- c. The ACA Equity Commitments.

12.0 AUTHORITY

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

13.0 INTERPRETATION

13.1 Questions of interpretation or application of this policy or its associated document(s) shall be referred to the Secretary and the President, whose decision shall be final.

14.0 ASSOCIATED DOCUMENTS

14.1 The associated documents for this policy are:



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14.1.1 *Schedule A: Approved Membership Classes and their Associated Membership Dues (Expires December 31, 2023).*

14.1.2 *Schedule B: Approved Membership Classes and their Associated Membership Dues (Effective January 1, 2024).*