



## Membership Policy

### PURPOSE

The purpose of this policy is to address issues pertaining to membership within the Association.

### DEFINITIONS AND SCOPE OF POLICY

This policy is meant to work in conjunction with:

- The Canada Not-for-Profit Corporations Act, which defines the powers of members common to all federally-incorporated not-for-profit corporations;
- Section 3 of the Association's bylaw, which addresses issues such as definitions of membership classes, admission of members, disqualifications, transferability of membership, termination of membership, and membership dues; and
- Other operating policies, procedures and Codes created by the Association.

For the purposes of this policy, membership / member is defined as those individuals or organizations that meet the criteria defined in Section 3 of the Association's bylaw to belong to one of the classes of member within the Association. The phrase "membership year" is defined as the period corresponding to the Association's fiscal year. The phrase "current member" is defined as those individuals or organizations that have paid the required fee within the membership year presently underway.

### POLICY STATEMENT

The Association is committed to the continuing advancement of its membership through the provision of services and benefits that promote the growth and development of a strong archival profession in Canada.

As an organization that is voluntary to join, the Association exists to serve the interests of its members and relies completely upon their ongoing financial, volunteer and moral support to accomplish its objectives.

In order to attract new and retain existing members, the Association provides specific benefits available only to its current members as a means of rewarding their support. The relatively small size and profession-specific focus of the Association's membership base hampers the ability of the Association to provide benefits such as large-scale loyalty programs, but the Association strives to identify and implement benefits to members as a means of retaining and rewarding continued membership and enhancing the membership experience.

The Association defines the categories within the individual member classes based on annual income, while the categories for the institutional member class are based on the number of individuals employed at an institution, which is an indicator of the relative financial position of that institution. In determining membership fees, the Association also believes that one class of member (e.g., institutional members) in aggregate should not contribute more membership revenue than the aggregate contribution of another class (e.g., individual members). This



principle is intended to promote equity, as much as can be possible, between the relative financial contributions of the Association's membership classes.

Although the Association defines the categories of membership, the fees associated with those categories are approved by the Association's membership

## **POLICY REQUIREMENTS**

In order to achieve the goals of this policy, the Association will:

- Define, review and approve categories of membership within the membership classes defined in the Bylaw (Annex 1); and
- Define, review and approve benefits available solely to current members (Annex 2).

## **ACCOUNTABILITIES**

### **General Principles**

Association members are bound by the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintaining confidentiality of information. Employees and contractors of the Association are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific terms, this policy and the Volunteer Code of Conduct will apply as best practices documents.

### **Board of Directors**

The Board of Directors is responsible for:

- Defining, reviewing, and approving categories of membership within the individual and institutional membership classes defined in Section 3.01 of the Association's bylaw;
- Reviewing proposed membership fees and preparing a resolution about the approval of fees to be voted on by the membership at the annual general meeting; and
- Ensuring the Association's programs and services are meeting the needs of the members.

### **Membership Development Committee**

While all committees are encouraged to find methods of enhancing the experiences of members, the Membership Development Committee has the specific mandate to promote membership in the Association and coordinate programs to enhance the membership experience. The Committee identifies sources of new members and coordinates the Mentorship program. The Committee plays a key role in collecting input from members, both renewing and non-renewing, which is shared with the Board and Committees to identify possible improvements in member services. Further details about the work of the Committee are outlined in its operations guide.

### **Secretariat**

The Secretariat is responsible for day-to-day operations pertaining to membership, including renewal notices, processing payments, and renewal reminders. The Secretariat also monitors the grace period (as defined in Association Bylaw Section 3.06) of 60 days between the actual expiry of the previous year's membership (December 31) and the final deadline to renew for the



following membership year (the last day of February) so that renewal reminders to individual members and invoices to institutional members can be issued to those members who have not yet renewed.

The Executive Director reviews membership fees every 3-5 years and prepares a 5-year fee schedule for the Board's discussion and review. The Executive Director also assesses financial impact of new and existing membership benefits for presentation to and evaluation by the Board.

### **Member's Responsibilities**

As primary stakeholders of the Association, the members are responsible for receiving, reviewing, and, if acceptable, approving the Association's membership fee schedule. Members are also encouraged to suggest to the Board any revisions to existing or the creation of new benefits for members.

As part of his or her engagement with the work of the Association, each member is also responsible for

- Maintaining the accuracy of her/his member information and contact coordinates;
- Retrieving information at the Members website, such as notices of meetings and briefing notes, that are required for active participation in the Association's activities;
- Monitoring the Association's activities and reviewing Annual Reports;
- Conveying suggestions and concerns to the Board pertaining to the operations of the Association;
- Expressing concerns to the Board regarding advocacy issues within the archival community;
- Responding to surveys directed to members and/or the archives community;
- Encouraging colleagues to join and become involved in the Association;
- Volunteering to serve as a member of the Association's Board, committees, task forces, and teams on a regular basis; and
- Participating in the annual general meeting of the Association.



Annex 1: Categories of Membership as of July 2015

A) Individual Members – Membership Classes listed below are divided according to the income range of the individual:

- \$0,000-9,999
- \$10,000-24,999
- \$25,000-39,999
- \$40,000-54,900
- \$55,000-69,999
- \$70,000 and over
- retired
- student & e-student

B) Institutional Members – Membership Classes listed below are divided according to the numbers of individuals employed at the institution:

- 0-2 staff
- 3-5 staff
- 6-20 staff
- 21-50 staff
- 51-399 staff
- 400 staff and over



## Annex 2: Membership Benefits

Current members of the Association receive the following membership benefits:

- Access to *Archivaria* without an additional subscription fee.
- Access the exclusive *Members Only* section of the Association's website, including a searchable electronic *Directory of Members*, conference proceedings from recent Association conferences, and other publications.
- Reduced rates on professional development and networking opportunities, including workshops and the annual conference.
- Ability to participate in the Association's Special Interest Sections and Student Chapters.
- Ability to serve on the Association's Board of Directors, Committees, teams, and task forces.
- Ability to vote at the annual general meeting, which includes electing members to the Association's Board of Directors, receiving reports, and determining the Association's strategic directions.
- Participation in the Association's mentorship program.
- Ability to represent the Association at external organizations, such as the International Council on Archives, the Canadian Council of Archives, and the Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization).