

## **Editors' Association of Canada/Association canadienne des réviseurs Affiliate Procedures**

**Effective date: June 2021**

These are the procedures to implement the Editors' Association of Canada *Affiliate Policy*.

### **Affiliate entitlements**

Affiliates have no rights or responsibilities of membership (except affiliate students, who are allowed to volunteer). Affiliates receive limited benefits, as described in the following sections.

Rights and benefits of membership are defined in the *Membership Procedures* document.

### **Affiliate educational partners**

Affiliate educational partners can sign up eligible students as student affiliates at a bulk discount.

### **Affiliate organizations and associations**

Affiliate associations can buy bulk memberships at a discount for their members.

Affiliate organizations can buy bulk memberships at a discount for their editorial staff.

### **Affiliate student**

Students must provide proof of student status. This can be any document showing the name of the educational institution, their name and a date (including the year), such as

- a tuition receipt,
- program registration,
- a signed letter or email from a professor, or
- an unofficial transcript.

For the purposes of deciding who is eligible to be a student affiliate, students are defined as anyone enrolled part-time in an editing or editing-related post-secondary program or in full-time post-secondary studies in any discipline. Editors Canada will also allow the student affiliate status for anyone applying for it within three months of completing one of these programs.

People who are working and taking supplementary courses for professional development do not qualify as students.

Affiliate student status includes access to all the same benefits as members, with the following exceptions.

#### Voting and elected positions

- Student affiliates cannot vote in branch and national level elections.
- Student affiliates cannot hold elected positions of directors or branch executive members as described in the bylaw.

Services: student affiliates do not have access to the following services:

- use of an @editors.ca email address
- access to insurance packages
- access to the Editors Canada mediator

Student affiliates have access to the following services **with restrictions**:

- A listing in the directory, if purchased, must indicate affiliate student status.

Affiliate students are also allowed to volunteer for the association, a benefit that is not permitted to other affiliates, including in leadership positions in branches and twigs, and national committees, except for where prohibited by the Editors Canada bylaw.

#### Friends

Friends of the Editors' Association of Canada have access to the following member benefits:

- free attendance at branch/twig meetings

#### Affiliate fees

Under s. 2.03 of Bylaw No. 1 (2014), the national executive council determines membership fees, with the approval of members.

- Affiliate and friend fees will be such amounts as the national executive council may from time to time determine.
- Affiliate and friend fees are tied to membership fees, which are governed by the membership procedure.

As with membership fees, affiliate status is renewable annually, and fees are not refundable.

- All applicable taxes are payable on affiliate fees.
- Fees are billed annually.
- Fees must be paid in advance of delivery of related services.
- Fees are non-refundable.

#### Revisions

Substantive revisions to this procedure must be authorized by a majority of the votes cast by members of the association at a general meeting.