

Editors' Association of Canada/Association canadienne des réviseurs Membership Procedures

Effective date: June 2021

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

Definitions of membership fee levels

There is one membership class in the association, with three fee levels.

Member

Membership is open to individuals who meet the conditions stated in s. 2.01 of Bylaw No. 1 (2014).

Members pay full membership fees unless they qualify for the Emeritus Member or Honorary Life Member category.

Emeritus Member

Members who meet the following additional criteria are eligible to apply to be granted emeritus status:

- They are 60 years or older.
- They have a total of any 10 years of membership in the association.

First-time applicants for emeritus membership must provide written confirmation of their age with their membership renewal documents.

Emeritus members pay half membership fees.

Honorary Life Member

Membership in this category is governed by the *Honorary Life Membership Policy* and the *Honorary Life Membership Procedure*.

Honorary life members pay no membership fees.

Fee amounts and payments

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

Membership is renewable annually.

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

Annual fees may be held at current levels or may be changed on March 1 of each year, subject to other terms described here:

- The national executive council may increase membership fees by up to 5% or may decrease fees once in any calendar year if the council determines that a change in fees is necessary and justified. Fee changes will be guided by changes in the Consumer Price Index, changes in costs to the association and services offered, and member feedback concerning reasonable levels of fees.
- Any increase of more than 5% in a calendar year (which includes the annual cost-of-living increase) requires the approval of the membership at a national annual general meeting.
- Three months' written notice of any change in membership fees will be given.

Member rights, benefits and services

Rights of membership include the following:

- free or discounted attendance at member meetings
- voting (in branch-level, twig-level or national-level votes)
- standing for elected positions
- receiving communications about the business of the association (such as the call to meeting)

Membership provides access to various services, benefits and discounts, as listed on the Editors Canada website.

<https://www.editors.ca/join/benefits-membership>

Services are subject to frequent change. Consult the national office for the current list of services.

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.