

**Editors' Association of Canada/Association canadienne des réviseurs**  
**Membership Procedures**  
**Effective date: June 13, 2015**  
**(Replacing Rules and Regulations No. 3: Membership Categories in the**  
**Association, October 2006)**

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 will be raised by the cost of living on March 1 of each year, subject to other terms described here:

- The national executive council may increase membership fees by up to 5% once in any calendar year if the council determines that such an increase is necessary and justified.
- 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 or national-level votes)
- standing for elected positions
- receiving communications about the business of the association (such as the call to meeting)

Benefits of membership include the following (additional fees may apply):

- subscribing to the Editors' Association of Canada email lists
- access to the members' area of the Editors' Association of Canada website
- use of online services: branded email address, Interactive Voice (or equivalent), job board, member logo, hotlines
- taking an entry in the Online Directory of Editors
- volunteering with the association
- access to the Editors' Association of Canada mediator
- access to insurance packages
- eligibility for negotiated discounts
- free subscription to *Active Voice / La Voix active*
- free subscription to branch or twig newsletter
- free or discounted attendance at local meetings

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.