

## **Editors' Association of Canada/Association canadienne des réviseurs Membership Fee Relief and Reduction Guidelines**

**Effective date: December 2021; May 2025**

### **Purpose**

These guidelines outline the criteria for implementing the Membership Fee Relief and Reduction Policy.

### **Fee relief**

This refers to the temporary full suspension of membership fees for individuals facing long-term, severe hardship due to conditions such as

- long-term disability,
- chronic illness,
- catastrophic injury or
- other permanent hardship.

### **Fee reduction**

This refers to a partial discount on membership fees for individuals facing short-term, less severe hardship due to conditions such as

- short-term disability,
- temporary illness or injury that prevents working or
- other economic challenges caused by marginalization.

The amount of the membership fee after reduction is fixed at \$100, determined on a case-by-case basis.

### **Eligibility**

Two fee assistance options, fee relief and fee reduction, are available to members and potential members who meet the criteria outlined in these guidelines. Student affiliates are eligible for fee relief but not fee reduction.

### **Decision-making process**

Referral for decision may come in several ways, such as

- the affected member contacting the office (staff or the executive director) or a director,
- the affected member's branch or twig contacting the office or a director or
- a director bringing it to the executive director.

A doctor's letter is not required.

The executive director will review each request on a case-by-case basis and make a decision according to the guidelines. Editors Canada is not obligated to extend this fee relief or fee reduction to members or potential members. When in doubt, the executive director will consult the directors of the national executive council (NEC).

### **Renewal options**

Renewal will be assessed on a case-by-case basis, depending on each individual's circumstances and continued hardship.

For both fee relief and fee reduction, one of the options will be selected, either

- 6 months (renewable or nonrenewable) or
- 12 months (renewable or nonrenewable).

Once a decision is made, the executive director will inform the individuals requesting fee assistance of the outcome and ensure that their accounts are updated with a note to adjust the renewal process accordingly.

### **Privacy and confidentiality**

The executive director and all NEC directors must exercise due care in handling personal information. All information submitted in requests for fee assistance will be handled in compliance with Editors Canada's privacy policy and applicable privacy legislation.

### **Revisions**

The guidelines and the Membership Fee Relief and Reduction Policy will be reviewed in the five-year review cycle for Editors Canada governance documents.

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.