



Association of
Canadian Archivists
Association canadienne
des archivistes

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Individual Membership Report

2022



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BACKGROUND

This report was initially written in 2019 by the former ACA Membership Chair Shamin Malmas and Treasurer Jonathan Dorey, who conducted a jurisdictional scan in 2019 analyzing member categories and fee structures offered by other associations. In the fall of 2021, the recommendations and financial implications shown in this report have been updated to reflect the ACA's more current membership base. For instance, the ACA's Student members have grown tremendously, from a total of 54 in 2019 to 200 in 2021 (99 of which joined in the year 2021)! Another component of this membership review has been evaluating the "true cost" of membership to have a better sense of the basic costs of administering/covering an Individual membership. Overall, the direction has been to assess how the ACA can balance financial sustainability for the organization with the needs of the ACA's current membership base and encourage the growth of new members.

JURISDICTIONAL SCAN FINDINGS

From the 2019 review, a jurisdictional scan was conducted of 42 associations including 20 Canadian associations (including provincial/territorial councils), 9 international recordkeeping associations, and 13 associations from related professions:

- Most associations divided membership into the following categories:
 - Individual, Retired, Student, and Sustaining.
- All associations that had a category for students had an annual renewal requirement.
- SAA has a unique category called "Associate." This is for members who have a membership with another national association (such as ACA). An associate member pays a flat fee annually.
- Considerations regarding maintaining a fee structure based on salary:
 - Most associations had a fixed fee annual for each category.
 - Only 4 associations use salary to determine Individual membership. These include:
 - AAQ – Association des archivistes du Québec;
 - SAA – Society of American Archivists;
 - ARA – Archives and Records Association of the UK and Ireland; and
 - CHA-SHC – Canadian Historical Association.



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PROPOSED CHANGES TO ACA MEMBERSHIP

Option 1: Adopt a Flat Fee Structure & Modified Membership Categories

This option would overhaul the current membership fee structure and institute the following membership category changes:

- Adopt a flat fee for all membership categories
- Establish a new Concession membership category as a discounted option
- Establish an Emerging Professional membership category to transition Student members to the full Regular membership

Proposed Option 1 Fee Structure

Category	Membership Fee/Year
Regular	\$275
Student	\$75/3 years
Emerging Professional	\$150
Retired	\$150
Associate	\$225
Concession	\$100

Discussion

- ❖ **Pro** - Flat fee structure will streamline administration of membership for ACA Office.
- ❖ **Pro** – Creation of Emerging Professional offers additional support for members at the early stage of their career
- ❖ **Pro** – Creation of Concession membership would also help ease member dues for those underemployed or working part-time
- ❖ **Con** - Some members in the lower categories will have their fees increase, while others, especially those members currently in the higher salary range categories, will see a decrease.
- ❖ **Con** – Need to clarify any criteria for Concession membership (see also Membership Categories section).



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Option 2: Keep Fee Structure Based on Salary & Modify Salary Band Categories

This option would adjust membership rates based on salary, with the following modifications:

- Modify the existing salary bands as follows:
 - From the existing \$0-9,999 to \$0-19,999
 - From the existing \$10,000-24,999 to \$20,000-29,000
 - From the existing \$25,000-39,999 to \$30,000-39,999
 - From the existing \$40,000-54,999 to \$40,000-49,999
 - From the existing \$55,000-69,999 to \$50,000-59,999; \$60,000-69,999; \$70,000-79,999
- Modify the existing band option from \$70,000+ to the proposed \$70,000 to \$79,999; \$80,000-89,999
- Add an additional salary band as the highest option at \$90,000+
- Student membership category is retained and fees slightly increased from \$65.00/3 years to \$75.00/3 years

Proposed Option 2 Fee Structure

Salary	Membership Fee/Year
\$0 to \$19,999	\$75
\$20,000 to \$29,999	\$100
\$30,000 to \$39,999	\$150
\$40,000 to \$49,999	\$190
\$50,000 to \$59,999	\$235
\$60,000 to \$69,999	\$250
\$70,000 to \$79,999	\$265
\$80,000 to \$89,999	\$280
\$90,000+	\$295
Student	\$75/3 years
Retired	\$125

Discussion

- ❖ **Pro** - Collapsing original two lower categories into the salary band \$0-\$19,999 as well as adding additional salary bands on the high end (\$70,000-\$79,000, \$80,000-\$89,000 and \$90,000+) better reflects current salary ranges.
- ❖ **Pro** – Decreased membership rates for those with an annual salary of less than \$39,999.
- ❖ **Con** – Increases fees for members in the middle to high income brackets.