

ASSOCIATE MEMBERSHIP POLICY

Approved: CRKN Board of Directors, March 9, 2015

Last revised: Board of Directors, January 15, 2026

PURPOSE

The purpose of this policy is to formally set out the expectations and requirements for Associate Members of the Canadian Research Knowledge Network (CRKN), including procedures for the levying of fees.

POLICY PRINCIPLES

1. As per the CRKN's By-laws, the Board of Directors approves any application for Institutional or Associate Membership in CRKN.
2. While Associate Members do not have the right to vote at CRKN meetings, Associate Members have the same opportunity and expectation to participate in and support the operation of CRKN where possible, including attendance and engagement at the Member Summit and Annual General Meeting.
3. It is to CRKN's advantage to increase its membership, and in particular, for CRKN to increase its ability to influence and coordinate activities nationally to benefit its membership and the broader Canadian research and teaching enterprise.
4. There may be political or strategic reasons that other organizations would choose to seek CRKN membership beyond the value of CRKN's content licensing activities and CRKN's Associate Member fee structure supports this possibility.
5. Associate Members of CRKN should pay no more in membership fees than an Institutional Member of equivalent size should they wish to participate in the CRKN content licensing program, and it is reasonable for CRKN to recover additional costs incurred by this participation.
6. Members of Universities Canada (UC), being by definition eligible for CRKN Institutional Membership, are only eligible for Institutional Membership, and are not offered a choice of membership type.
7. Associate Members that later become members of UC will have their membership upgraded to Institutional membership once approved by the Board of Directors.

FEES

1. Associate Member fees are assessed annually as part of the budget process.
 - Associate Members accessing the CRKN content licensing program shall pay fees equal to or more than the membership fee for CRKN's smallest Institutional Members.
 - Associate Members that are not participating in the CRKN content licensing program shall pay fees set by the Board as recommended by the Finance and Audit Committee.
2. Associate Members who access the content program will be levied a 5% surcharge on each invoice for a new license that they elect to participate in, with a minimum charge of \$250, up to a maximum of \$1000 per license, to recover incremental staff time in adding the institution to the license, and to reflect accumulated negotiation investment made by other members.
3. Associate Members would be required to maintain their Associate Membership (and pay associated surcharges) for each year that they participated as part of a multi-year agreement. However, the surcharge would cease in the event that an Associate Member becomes an Institutional Member.
4. If Associate Members are accepted into membership by UC, their status will change to Institutional Member, and they will gain the right to vote once the Board of Directors approves. However, any resultant change in membership fees will be made effective at the start of CRKN's next fiscal year.

CONFLICT OF INTEREST

The Conflict of Interest Policy of CRKN applies to this Associate Membership Policy.

EXCEPTION

No exception may be made to this policy without the written consent of CRKN's Board of Directors.

REVISIONS TO THE POLICY

This Policy is subject to a triennial review by the Finance & Audit Committee. All amendments or revisions must have the written consent of the CRKN Board of Directors.