

# **ACTRA MARITIMES BRANCH BY-LAWS**

**Approved by members at the March 3, 2015 Annual General Meeting**

## **TABLE OF CONTENTS**

	<u>Page</u>
<b>I. The Branch</b>	
Introduction	1
Aims and Objectives	
Functions	
<b>II. Membership</b>	1
<b>III. Branch Council</b>	1
Council Members	1
Signing Officers	2
Honoraria	2
Financial Powers	2
Special Committees	2
Vacancies	2
Branch Council Elections	3
Branch Council Meetings	3
<b>IV. Membership Meetings</b>	4
<b>V. Referenda</b>	5
<b>VI. By-Laws</b>	5

## **I. THE BRANCH**

- 1) This organization, being the Maritime Provinces Branch of the Alliance of Canadian Cinema Television and Radio Artists (ACTRA) and herein referred to as the “Branch”, shall be known as ACTRA Maritimes. ACTRA Maritimes shall be deemed to be one of the founding branches chartered by ACTRA.
  
- 2) The Aims and Objectives of the organization shall be for the study, defense, and advancement of economic, social, artistic and political interests of its Members.
  
- 3) The functions of the Branch shall be as follows: To exercise the rights of an autonomous organization with regard to the day to day operations of the Branch including, but not limited to:
  - a) direction of staff consistent with the provisions in the staff collective agreement;
  - b) negotiation, enforcement and administration of local agreements governing production within the region;
  - c) enforcement and administration of national agreements consistent with ACTRA policy;
  - d) collection of dues and other fees; and
  - e) promotion and advancement of the Branch Members.

Such rights will be directed by the Branch Council.

## **II. MEMBERSHIP**

- 4) Membership in ACTRA Maritimes will be obtained and governed in accordance with National ACTRA By-Laws and Constitution.
  
- 5) All Membership dues, non-member income, administration charges and other income are to be retained by the Branch. The Branch may cede back any portion of its authority to ACTRA National.

## **III. BRANCH COUNCIL**

- 6) The Branch shall be governed by the ACTRA Maritimes Branch Council.
  
- 7) Council Members:
  - a) The Branch President shall Chair meetings of Branch Council and Branch Membership. The Branch President shall be ex officio on all committees.

- b) The Vice-President shall assume all duties of the Branch President when the Branch President is absent.
- c) The Treasurer shall provide periodic accounting to the general Membership of all receipts, expenditures and transactions relating to the monies belonging to the Branch.
- d) The Secretary shall be responsible for the keeping of the minutes of Branch Council meetings. Copies of the minutes shall be sent to each Branch Council Member within one week of such meeting. A printed record shall be kept at the office for the purposes of review.

8) The signing officers for all financial business done on behalf of the Branch Council shall be the President, the Treasurer and one other designated Member of Branch Council.

9) Any and all honoraria shall be paid at Council's sole discretion. The following being standard policy -

- a) Each Member of Branch Council, in good standing, in December of each year, shall be paid an honorarium equal to, but not exceeding, Member's basic dues for that year.
- b) The Branch President's honorarium will be set and paid by the Branch and shall not be less than Members' basic dues for that year.
- c) The National Councillor's honorarium will be set and paid by ACTRA National.

10) The Branch Council shall have the power to manage, direct or control the business, funds, property, and other assets of the Branch. As well, the Branch Council shall have the power to manage, direct, control and invest any funds belonging to, standing in the name of, or held in trust for or on behalf of, the Members of ACTRA Maritimes.

11) The Branch Council may appoint such special committees as it deems necessary.

12) The Council shall have the power to declare a vacancy, and to fill that vacancy by appointment from the Membership, with the proviso that any and all Councillors be Members in good standing. Council may also appoint a replacement National Councillor, should the seat become vacant, by the same process. Any appointments made by Council to fill vacancies are deemed to be temporary and will exist only until next election.

**13) Branch Council Elections:**

- a) In order to stand for office, a Member must be in good standing at the time of closing of nominations, sign the form provided by the Branch, indicating their willingness to serve if elected, and the names, Membership numbers and signatures of those Members (also in good standing) nominating and seconding them.
- b) A Member must be in good standing in order to participate in a vote.
- c) The Members of Branch Council and Branch President shall be elected by secret vote of the general Membership biennially and shall hold office for two (2) years or until their successors are elected.
- d) The National Councillor of ACTRA Maritimes, shall be elected biennially by the general Membership, alternating with the election of the Branch Council and Branch President.
- e) The National Councillor shall be a Member of Branch Council and shall hold office for two (2) years or until his/her successors are elected.
- f) The maximum number of Branch Councillors to be elected shall not exceed a total of 12 members, with the proviso that the Branch President and sitting National Councillor will hold two of these seats.
- g) The Branch Council shall determine the time, place, procedure, and method for conducting elections; including those rules relating to nominating, balloting and counting of votes.

**14)** The Branch Council, at its first meeting after the election, shall elect from its number a Vice-President, a Treasurer, a Secretary and an alternate National Councillor.

**15) Branch Council Meetings:**

- a) The Council shall normally meet once a month, but in no case shall it meet less than six (6) times a year, of which reasonable notice shall be given by telephone, mail or email.
- b) If a Council Member has been absent from four (4) consecutive meetings, the Council shall have the power to declare a vacancy.
- c) A majority of Branch Council shall constitute a quorum. If the quorum is not present, the Branch Council may continue to discuss business, but may make no decisions or take any vote authorizing the spending of funds or change or adoption of policy.
- d) Branch Council and General Membership meetings shall be conducted in accordance with the revised edition of *Bourinot's Rules of Order*.

**16)** The fiscal year for the Branch shall be the first day of March to the last day of February of each year.

#### **IV. MEMBERSHIP MEETINGS**

17) All powers of the Branch shall be vested in its Members, but shall be exercised between the General Membership meetings by the Council, specifically with respect to areas outlined in By-Law 2 of this document, and in accordance with the Constitution and By-Laws of ACTRA.

18) An Annual General Meeting shall be held no less than once per year, generally in advance of a National Council meeting. All full Members in good standing shall have the right to attend any meeting of the General Membership, and to vote.

19) Members shall be given notice of General Membership meetings. Where possible the notice shall be given at least two (2) weeks in advance. Such notice shall contain the proposed agenda or reason for the meeting.

20) Ten percent (10%) of full Members in good standing shall constitute a quorum at any meeting of the general Membership.

a) Should quorum not be achieved:

i) the meeting may continue but no decisions or vote authorizing the spending of funds, change or adoption of policy may be made.

ii) Matters requiring quorum for a vote will be deferred to Branch Council for determination. Branch Council's decision on any such deferred agenda items will be considered binding.

21) Special Meetings:

a) Special Meetings of the General Membership may be called at any time by resolution of the Branch Council.

b) Special meetings of the General Membership or referenda dealing with local matters may be called upon written request, or motion approved by no less than ten percent (10%) of the full Members of the Branch.

## **V. REFERENDA**

22) A request for a referendum on an issue of local concern shall be presented to the Branch Council in the form of a written petition signed by no less than ten percent (10%) of full Members. The petition shall clearly state the question to be put to the Membership along with the specific grounds for seeking the referendum. If the Branch Council cannot resolve the question to the satisfaction of the petitioners and if the question is not ruled to be inconsistent with these Bylaws, and/or the National Constitution, it shall be instituted in a timely manner.

## **VI. BY-LAWS**

23) These By-Laws may be amended at any General Membership meeting and shall require a two-thirds (2/3) majority of full Members present and voting.

24) The Branch Council shall have the power to adopt or amend the Branch By-Laws with respect to any matter not provided for in the By-Laws, or where deemed necessary to update, strengthen or improve those By-Laws, but such By-Laws must be consistent with those of ACTRA National and shall be subject to ratification at the next Annual General Membership meeting or by mail out referendum.

25) Within thirty (30) days of adoption, amendment or repeal of any Branch By-Law, a true copy of the same, certified by an officer of the Branch, shall be filed with the Branch and National offices. Such By-Laws are to be consistent with the laws of the three (3) Maritime Provinces.