

ACTRA NEWFOUNDLAND BRANCH BY-LAWS

Amended 2013

- 1) This organization, being the Newfoundland and Labrador Branch of the Alliance of the Canadian Cinema Television and Radio Artists (ACTRA) and herein referred to as the "Branch", shall be known as ACTRA Newfoundland. ACTRA Newfoundland 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, defence, 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
 - e) promotion and advancement of the Branch Members
- 4) 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.
- 5) Membership in ACTRA Newfoundland will be obtained and governed in accordance with National ACTRA By-Laws and Constitution.
- 6) The Branch shall be governed by the ACTRA Newfoundland Branch Council.
- 7) Council elections:
 - a) A minimum of five (5) and a maximum of eight (8) Branch Council Members and the President will be elected biennially by the Membership.
 - b) The National Councillor – ACTRA Newfoundland, shall be elected biennially by the Membership.
 - c) The election of the Council and President shall be held every two (2) years and shall alternate with the election of the National Councillor.
 - d) The Members of Council shall be elected by secret vote of the general Membership and shall hold office for two (2) years or until their successors are elected.
 - e) The Council shall determine the time, place, procedure, and method for conducting elections; including those rules relating to nominating, balloting and counting of votes.
 - f) In order to stand for office a Member must be in good standing at the time of closing of nominations. Members must be in good standing in order to participate in a vote therefore the names, Membership numbers and signatures of those Members nominating and seconding must be provided.
- 8) The Council, at its first meeting after the election, shall elect from its numbers a Vice-President, a Treasurer, a Secretary and an alternate National Councillor.
- 9) 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 Council shall constitute a quorum. If the quorum is not present, the 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) 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.
- 10) The National Councillor shall be a Member of Council.
 - 11) An honourarium may, at Council's discretion, be paid to each Council Member, in good standing, in December of each year, equal to, but not exceeding, that Member's basic dues for that year.
 - 12) The Council may appoint such special committees, as it deems necessary.
 - 13) The President shall be, ex officio, a Member of all committees.
 - 14) Council Members:
 - a) The President shall Chair meetings of Council and Branch Membership
 - b) The Vice-President shall assume all duties of the President when the 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 the Council. Copies of the minutes shall be sent to each Council Member within one week of such meeting. A printed record shall be kept at the office for the purposes of review
 - 15) The signing officers for all financial business done on behalf of the Council shall be the President, the Treasurer and one other designated Member of Council.
 - 16) The fiscal year for the Branch shall be the first day of March to the last day of February of each year.
 - 17) Two alternates for Members of the Branch Council may be elected at a General Membership meeting. Out of a pool so elected, Council shall appoint alternates to Branch Council in the event that a Councillor is unable to attend any meeting of Branch Council. The Alternate so appointed shall attend and vote on behalf of the Councillor he/she is replacing.
 - 18) Branch Council and General Membership meetings shall be conducted in accordance with the revised edition of Bourinot's Rules of Order.
 - 19) 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.
 - 20) 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.
 - 21) 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.
 - 22) 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.
- 23) 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, a local referendum shall be instituted in a timely manner.
- a) Ten percent (10%) of full Members in good standing shall constitute a quorum at any meeting of the general Membership.
 - b) Should quorum not be achieved:
 - i) The meeting may continue but no decision or vote authorizing the spending of funds, change or adoption of policy may be made.
 - ii) Matter requiring quorum for a vote will be deferred to Branch Council for determination. Council's decision on any such deferred agenda items will be considered binding.
- 24) 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.
- 25) 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.
- 26) 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 province of Newfoundland and Labrador.
- 27) 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 Newfoundland.