

# **BY-LAWS OF ACTRA MANITOBA**

Revised June 2018

## **1. Name**

This organization, being the Manitoba 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 Manitoba. ACTRA National shall be herein referred to as “ACTRA”.

## **2. Aims and Objectives/Function**

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.

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 and shall be consistent with the Constitution and By-Laws of ACTRA.

## **3. Membership**

The Branch shall consist of those members of ACTRA Manitoba who qualify as provided in the Constitution of ACTRA.

## **4. Composition of the Branch Council**

- (a) ACTRA Manitoba shall be governed by a Branch Council consisting of four (4) Officers: a President/National Councillor, a Vice-President, a Secretary, a Treasurer and six (6) Members-at-Large. The immediate Past President of the Branch may also be a member of the Council with voice but no vote.

- (b) All the powers of the Branch shall be vested in its members, but may be exercised between Annual General Meetings by the Branch Council.
- (c) 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 Manitoba.

#### **5. Duties of the Members of the Branch Council**

- (a) The President/National Councillor shall preside at all meetings of the Branch Council and the Membership, and vote only in the case of a tie; be the spokesperson for the Branch; be an ex-officio member of all committees; be a signing officer with respect to all financial and legal transactions of the Branch. The President/National Councillor is the liaison between the Branch and the National Council and staff of ACTRA, whose duties will include representing the Branch at National Council meetings and reporting to the Branch.
- (b) The Vice-President shall assist the President and shall act for and on behalf of the President at the request of the President. In the absence of the President, the Vice-President shall act as President.
- (c) The Secretary shall work co-operatively with the Branch Representative in all matters pertinent to communication with Branch Membership and perform such duties as the Council may prescribe from time to time. The Secretary shall maintain the minutes of Branch Council Meetings and ensure minutes are kept on file at the Branch office.
- (d) The Treasurer shall be the custodian of the property and monies of the Branch and shall act as a signing officer thereof. The Treasurer shall consult with the Branch Representative in reviewing the Branch's annual operating budget and financial reports. The Treasurer shall make appropriate presentations to Council.
- (e) Members-at-Large shall perform such duties as the Council may from time to time prescribe.
- (f) The signing officers for all financial business done on behalf of the Branch Council shall be the President, the Treasurer and one other member of Council.

#### **6. Meetings of the Branch Council**

- (a) Branch Council shall normally meet once a month, but in no case shall it meet less than four (4) times a year, for which reasonable notice shall be given at least three (3) days in advance.

- (b) Councillors unable to attend meetings must inform the Branch Representative at least twenty-four (24) hours prior to the meeting.
- (c) Meeting minutes shall be recorded and distributed to Council Members by the Branch Representative at least one (1) week prior to the next meeting.
- (d) Four (4) members of the Council shall constitute a quorum and shall include not less than two (2) Officers or one (1) Officer and the National Councillor.
- (e) Members of the Branch Council shall receive an honorarium intended to cover out of pocket expenses associated with attending meetings.
- (f) Special Meetings of the Branch Council shall be held on the call of the President or on request of two (2) Members of Council. Notice of a Special Meeting shall be given at least forty-eight (48) hours in advance of such meeting.

## **7. Committees**

- (a) A branch Discipline/Appeals Committee shall be appointed as required, in accordance with the terms of the National By-laws.
- (b) A Training Committee shall be appointed at the beginning of each term of office, consisting of at least two Council members. The Branch Representative shall be the ACTRA representative on the Film Training Manitoba board. The Branch Representative must be present at all ACTRA Manitoba Training Committee meetings.
- (c) The Council may appoint special Committees as it deems necessary.
- (d) All committees shall make regular presentations to Council and are required to pass any resolutions through Branch Council.

## **8. Election of Branch Council**

- a) The Members of the Council, shall be elected **by secret ballot** every two (2) years at the Annual General Meeting and shall hold office for two (2) years. Council shall determine the time, place and procedures for conducting elections, including the rules relating to nominating, balloting and the counting of votes.
- b) Normal voting procedure shall be one vote for each member in attendance. There shall be one ballot for each position of Branch Council. A majority of votes shall govern the decisions of the meeting.

- (c) The election of Table Officers shall be completed prior to the election of Members at Large. Nominations from the floor will be accepted. Anyone running for the position of President/National Councillor must have served on Council for at least one previous term.
- (d) A member whose name has been placed in nomination must either:
  - i) Be in attendance at the meeting, or
  - ii) Have signified their willingness to run.
- (e) A member of Branch Council may serve for a combined maximum of 4 consecutive terms (8 eight years), with the exception of the President/National Councillor who may hold that specific office for three consecutive terms in addition to any previous time served.

#### **9. Replacement of Members of Branch Council**

- (a) If an Officer's position is vacated during the course of the year it shall be filled by a council member elected by the Council. If Council is unable to fill the vacated position from among Branch Council or if there is a vacancy in the position of Member-at-Large, the Council may invite any member of the Branch to fill any vacancy on the Council.
- (b) If a Council Member has been absent from **three (3) consecutive meetings or a total of five (5) in one year (June to May)**, the Council shall have the power to declare a vacancy.

#### **10. The Branch Representative**

- (a) The Branch Representative shall manage the property and monies of the Branch, and shall be a signing officer as required by the job description.
- (b) The Branch Representative and the Treasurer shall review the annual financial statement and projected budget for the following year.
- (c) The Branch Representative will support the initiatives of Branch Council as directed, within the parameters of the job description.
- (d) The Branch Representative should be present at all Branch Council meetings, and may be present at any Committee meetings by request.

#### **11. Fiscal Year**

The fiscal year of the Branch shall end on the 28<sup>th</sup> day of February.

## **12. Annual General Membership Meeting**

- (a) The Annual General Meeting shall be held no less than once per year, generally in June. All members in good standing shall have the right to attend any meeting of the general membership and to vote.
- (b) The Annual General Meeting shall be held for the purpose of, but not limited to: electing officers; receiving reports of the Officers and/or Committees; and formulating resolutions for consideration by ACTRA National Council.
- (c) **Fifteen (15)** members in good standing shall constitute a quorum at any Branch Membership Meeting.
- (d) In the event that a quorum is lacking at the Annual General Meeting, another meeting shall be called within thirty (30) days.
- (e) Written notice of the Annual General Meeting must be given at least two (2) weeks prior to the meeting date.

## **13. Special Meetings of the Branch Membership**

- (a) Special Membership Meetings of the Branch shall be called at any time by a resolution of Council or at the written request of ten percent (10%) of the members in good standing. Members shall be given written notice of Special Branch Membership Meetings at least one (1) week in advance.
- (b) In the event that a quorum is lacking at any Branch Membership Meeting other than the Annual General Meeting, the business of its agenda shall be deferred to the Branch Council for determination. Council's decision will be considered binding.
- (c) Procedure at all Branch Meetings shall be governed by Bourinot's Rules of Order, 3<sup>rd</sup> edition.

## **14. Resolutions of the Membership**

It shall be the duty of the Council to notify the National Executive Director and the National Council of ACTRA of all resolutions adopted at meetings of the Branch. It shall also be the duty of Council to report to the membership of any important correspondence or meetings with ACTRA Officers or Directors.

## **15 Amendment of Branch By-laws**

- (a) These By-Laws may be amended at any Annual General Meeting or Special Meeting of the Branch, provided that notice has been given in writing by the Council or any three (3) members of the Branch at least 2 weeks in advance of the Meeting.

- (b) The Branch Council shall have the power to adopt or amend the By-Laws with respect to any matter not provided for in the Branch By-Laws, or where deemed necessary to give greater effect to the provisions of those By-laws. Such By-Laws must be consistent with those of ACTRA and shall be subject to ratification at the next Annual General Meeting.