

ACTRA MONTREAL BRANCH BY-LAWS

November 2014

1. This organization, being the Montreal Branch of the Alliance of Canadian Cinema, Television and Radio Artists, and herein known as ACTRA, shall be known as ACTRA Montreal. ACTRA Montreal 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 promotion of the economic, social and moral interests of its members.
3. The Branch shall exercise the rights of an autonomous organization with regard to the day to day operations of the Branch including:
 - a) hiring, firing and direction of staff, consistent with the provisions in the staff Collective Agreements;
 - b) negotiations, enforcement and administration of local agreements governing production which is generated and exhibited locally;
 - c) enforcement and administration of National Agreements, consistent with Guild policies; collection of dues and fees;Such rights will be directed by the Branch Council elected by the local membership. The branch may request negotiating assistance from ACTRA. 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.
4. Membership of the Branch shall be those members who qualify in the following manner:
 - a) (i) A person who is a Canadian citizen or permanent resident.
(ii) A person who is a member of any Branch / Local Union or professional association comprising ACTRA shall be automatically a member of ACTRA.
 - b) A person who has attended the ACTRA Montreal Apprentice Member Initiation Course and passed the Course exam, or attended an equivalent Course provided by another Branch / Local Union of ACTRA.
 - c) (i) A person who has fulfilled the following number of engagements as an Apprentice Member is qualified to apply for membership; specifically “three (3)” professional engagements as a performer, other than as a Background Performer within the jurisdiction of ACTRA.
(ii) A person who has graduated from a post-secondary school, college or university with an undergraduate or graduate degree in acting as a major may be used to earn a first credit, provided it is applied for within 60 calendar days of graduation. Additional provisions applying to post-secondary institutions shall be determined by the ACTRA By-Laws.
(iii) Persons who have an established reputation as a performer and who qualifies under 4 a) (i) above may be admitted to membership upon presentation of proof of such status to the Branch.
(iv) Where a reciprocal Agreement between the Branch or ACTRA and any other union or organization exists that provides conditions of entry into membership, the terms of the Reciprocal Agreement shall prevail, with the proviso that the

other organization provides for membership requirements based on the professional attributes of artists.

5. The Initiation fee for membership shall be determined by the ACTRA By-Laws. Minimum dues, as determined by the ACTRA Constitution, shall be payable on April 1st of each year. Further, working dues as determined by the ACTRA Constitution, shall be payable on all earnings in ACTRA's jurisdiction.
6. The Branch shall be governed by the Montreal Branch Council, which shall consist of eleven (11) members.
7. The members of Council shall be elected every two (2) years by Secret Ballot, and shall hold office for two (2) years or until their successors are elected. The Council shall determine the time, place and procedure for conducting elections including those rules relating to nominating, balloting and counting votes. A member must be in good standing at the time of closing of nominations in order to stand for office, and at the closing of balloting in order to vote.
8. In order to stand for office, a member must sign the form as provided by the office, indicating their willingness to serve if elected and the names, membership numbers and signatures of the members (also in good standing) nominating and seconding them.
9. At the first scheduled meeting of the Council immediately following its election, the members of the Council shall elect from among their members a President, Vice-President, Treasurer and Secretary. As well, the Council shall elect from among their members two (2) National Councillors.
The Council shall have the power to declare that a vacancy on the Council exists and to fill any vacancy among its officers or members. The Council shall appoint substitute National Councillors.
10. Appropriate Standing Committees shall be appointed by the Council.
 - a) A Standing Committee on Discipline shall be appointed consisting of no less than three (3) members, one of whom shall be appointed chair. Members of the Discipline Committee shall hold office for one (1) year or until their successors are appointed. A vacancy during the term of the committee shall be filled by an appointment of the Branch Representative. The committee shall regularly report on its activities to the Branch Council, and shall immediately report any decisions to the National Guild Council.
 - b) The Council may appoint such special committees as it deems necessary.
11. The Council may co-opt members at large to sit in on Council meetings in such instances as it deems their special status or knowledge useful to such deliberations. Such co-opted members may not have a vote.
12. 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 or mail.

13. 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 adoption of policy.
14. Basic dues shall be paid for each Council member, on the condition that they attend no less than 75% of the meetings held in any one calendar year.
15. The President shall preside at meetings of the Council and the Branch Membership.
16. The Vice-President shall assume all the duties of President when the President is absent.
17. The signing officers for all financial business done on behalf of the Branch Council shall be the Treasurer and one other member of Council.
18. The Treasurer shall provide periodic accounting to the General Membership of all receipts, expenditures and transactions relating to monies belonging to the Branch.
19. The Secretary shall be responsible for the keeping of the minutes of the Council meetings. Copies of the Minutes shall be sent to each Council member within one week of such meeting.
20. The fiscal year of the Branch shall be March 1st to February 28th of each year.
21. A General Membership meeting shall be held no less than once a year, one of those meetings to be held prior to the Annual Meeting of the ACTRA National Council. All members in good standing shall have the right to attend at any meeting of the General Membership and to vote.
22. Special Meetings of the General Membership may be called at any time by resolution of the Branch Council. On written request, or motion approved by not less than 10% of the members of the Branch, Special Meetings of the General Membership or referendums dealing with local matters must be called.
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 10% of the members, or a motion approved by not less than 10% of 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 unconstitutional or in violation of the By-Laws, it shall be instituted within thirty (30) days of receipt.
24. Members shall be given notice in writing of General Membership Meetings. Where possible, the notice shall be given at least one week in advance. Such notice shall contain the proposed agenda or reason for the meeting.
25. All members in good standing included under a draft agreement shall have the right to vote by secret ballot on its contents where the draft agreement contains an

amendment to the rates of remuneration provided in an existing agreement binding between the association and an association of producers or another producer in the same sector.

26. All decisions as to membership requirements shall be submitted to the qualified members for approval.
27. Thirty-Five (35) members in good standing shall constitute a quorum at any meeting of the General Membership.
28. Branch Council and General Membership meetings shall be conducted in accordance with the revised edition of "Bourinot's Rules of Order".
29. All the powers of the Branch shall be vested in its members, but may be exercised between General Membership Meetings by the Council, specifically with respect to those areas outlined in By-Law 2.
30. These By-Laws may be amended at any General Membership meeting and shall require a two-thirds (2/3) majority of the members present and voting.
31. 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 by the next General Membership meeting.
32. 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 ACTRA office. Such By-Laws are to be consistent with the provisions of Bill 90.

Modified by National Referendum: November 17th, 2010
Ratified By Annual Membership Meeting: November 15th, 2014