



**Arizona - Utah  
Local Constitution**

April 14, 2019

This Constitution is in effect for the governance and the affairs of the Arizona-Utah Local of SAG-AFTRA with its scope, authority, and geographic area established by resolution of the SAG-AFTRA National Board of Directors in accordance with Article X of the Constitution of Screen Actors Guild-American Federation of Television and Radio Artists ("SAG-AFTRA").

## **Article I. Members**

1. **Geographical Scope:** This Local is composed of SAG-AFTRA members who reside within the Local's jurisdiction as determined by the SAG-AFTRA National Board. Membership in this Local shall be automatically extended to all such SAG-AFTRA members.
2. **Definition:** The term "members" or "membership" as used in this Local Constitution means members in good standing as defined in the SAG-AFTRA Constitution.

## **Article II. Membership Meetings**

1. **Regular and Special Meetings:** Regular meetings of the Local membership shall be held at least once per year in Arizona and once per year in Utah, or at more frequent intervals as determined by the Local Board. The Local president and National Board member shall attend the annual membership meetings. If either is not available, the next available officer in descending order of office (e.g. Vice President Utah, Vice President Northern Arizona, Vice President Southern Arizona, Secretary) shall attend the annual membership meeting as their alternate. Special meetings of the membership may be called at any time by the Local President or by a majority vote of the Local Board members voting on the matter.
2. **Notice:** Except as otherwise set forth in this Constitution, notice of any membership meeting shall be given by written or electronic means at least 15 calendar days in advance. Notice of special membership meetings shall be given in the same manner at least ten (10) calendar days in advance. An emergency membership meeting may be called by the President and two of the elected officers and held upon twenty-four (24) hours' notice if circumstances require that immediate action be taken. Notice of any membership meeting shall state the date, time, and place of the meeting and, in the case of special and emergency meetings, a description of the business purpose of the meeting.
3. **Locations:** All membership meetings in Arizona and in Utah shall be held or at such location as the Local Board shall determine.
4. **Quorum Requirements:** Five percent (5%) of the Local members in good standing, or such lower number not less than three percent (3%) as may be established by a two-thirds (2/3) majority of the Local Board members present and voting at a Local Board meeting or by electronic poll conducted prior to the earliest official notice of the

membership meeting shall constitute a quorum. Any such reduced quorum requirement shall be included in the aforementioned notice. Each member who is present shall have one vote.

5. Conduct of Business: Any regular membership meeting at which a quorum is present may transact any business coming before the meeting without prior notice of the business to be transacted, except that the meeting notice shall specifically state if the business will include (a) appointments to the Utah Caucus at the annual membership meeting held in Utah, (b) a vote on changes to the Local Constitution, (c) a vote requiring an expenditure of union funds, or (d) a vote on any resolution to overturn a decision of the Local Board. A special or emergency meeting may not conduct any business other than the business for which the meeting was called. Unless this Constitution otherwise provides, all decisions shall be by a majority of those voting.

6. Quorum: Any action taken at any membership meeting at which a quorum is not present shall be advisory to the Local Board. The Local Board at its next regularly scheduled meeting shall take up such advisory motion. The action of the Local Board shall be reported at the next membership meeting.

7. Minutes: Minutes shall be kept of all membership meetings.

### **Article III. Officers**

1. Local Officers: The Local's members shall directly elect the following officers: President, Vice President Utah, Vice President Northern Arizona, Vice President Southern Arizona, and Secretary.

2. Terms of Office: All Officers shall serve two-year terms.

3. President: The President shall be the principal officer of the Local and shall preside at all membership and Local Board meetings. The President shall, together with the Local Executive Director, oversee the keeping of the Local's records and minutes and the publication of all notices required by this Constitution. The President shall serve as a delegate to the SAG-AFTRA Convention.

4. Vice Presidents: The Vice Presidents shall have such powers and perform such duties as the Local Board shall determine. In the President's absence or inability to act, the next Vice President in order of succession as defined in this section shall perform the duties of the President. If that Vice President is unavailable or otherwise unable to serve, the next Vice President in the order of succession shall perform the duties of the President. After each election, the Local Board shall establish the order of succession

among the Vice Presidents, taking into account member population information with respect to the relevant geographic area(s).

(a) Geographic Requirements of Vice Presidents:

- (i) The Vice President Utah must reside in the state of Utah at the time of nomination. The Vice President Utah shall attend meetings of the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Vice President Utah shall be elected by members residing in Utah in accordance with this Constitution.
- (ii) The Vice President Northern Arizona must reside north of Township 8S (also known as an east-west line drawn through Eloy, Arizona) at the time of nomination. In the event the Vice President Northern Arizona resides more than 100 miles outside of the metropolitan Phoenix area, the Vice President Northern Arizona shall attend meetings of the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Vice President Northern Arizona shall be elected by members residing in Arizona in accordance with this Constitution.
- (iii) The Vice President Southern Arizona must reside south of Township 8S (also known as an east-west line drawn through Eloy, Arizona) at the time of nomination. In the event the Vice President Southern Arizona resides more than 100 miles outside of the metropolitan Phoenix area, the Vice President Southern Arizona shall attend meetings of the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Vice President Southern Arizona shall be elected by members residing in Arizona in accordance with this Constitution.

5. Secretary: The Secretary shall monitor fiscal matters pertaining to the Local and shall perform such other duties as the Local Board shall determine.

6. Committee Appointment: The President, with the approval of the Local Board, may appoint committees to conduct any Local business, consistent with SAG-AFTRA policies. Except for any election or disciplinary committee, the Local President shall be an ex-officio, non-voting member of all Local committees.

7. National Board Member: The National Board member shall represent the Local as a member of the National Board of Directors and shall keep the Local Board informed of the activities of the National Board. When the National Board member is unavailable, the alternate shall be the President, or if unavailable, the next available officers in order of succession (e.g. Vice President, in order of succession as set forth in Section 4 of this

Article, and Secretary). If the officers are not available, the National Board Member shall designate an alternate from among the remaining Local Board members.

#### **Article IV. Local Board**

1. Composition: The Local Board shall consist of the Local's elected officers, the SAG-AFTRA National Board member representing the Local during the first two years of their National Board term, and at least seven (7) additional members, one of whom shall be designated Local Representative Utah, one of whom shall be designated Local Representative Northern Arizona, and one of whom shall be designated Local Representative Southern Arizona and four (4) members-at-large who will be elected by the Local's entire membership and the geographic positions in accordance with the applicable sections in Article III. and Article IV.

2. Concurrent Candidacy: Members may concurrently run for a National Board, local officer, local board and convention delegate position, but may not hold more than one position, except as provided in 3. Below.

3. Concurrent Positions: Any member may serve concurrently as a National Board member and Local Board member, provided such member shall not have more than one vote on the Local Board. During the first two years of his/her term, the National Board member shall serve as a member of the Local Board until the next regular biennial election. At the next regular biennial election, the National Board member may run for a two year Local Board term including an officer position pursuant to this Constitution. In the event the National Board member fails to run or to be elected to a Local Board seat at that time, the National Board member shall be entitled to attend all meetings of the Local Board and to participate in its discussions and debate for the remainder of his/her National Board term, but without the right to vote, make motions or otherwise be considered a member of the Local Board. A member may serve concurrently as a convention delegate and an officer, National Board member and/or Local Board member.

4. Geographic Requirements for Local Representative

(i) The Local Representative Utah must reside in the state of Utah at the time of nomination. The Local Representative Utah shall attend meetings of the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Local Representative Utah shall be elected by members residing in Utah in accordance with this Constitution.

(ii) The Local Representative Northern Arizona must reside north of Township 8S (also known as an east-west line drawn through Eloy, Arizona) at the time of nomination. In the event the Local Representative Northern Arizona resides more than 100 miles outside of the metropolitan Phoenix area, the Local Representative Northern Arizona shall attend meetings of

the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Local Representative Northern Arizona shall be elected by members residing in Arizona in accordance with this Constitution.

- (iii) The Local Representative Southern Arizona must reside south of Township 8S (also known as an east-west line drawn through Eloy, Arizona) at the time of nomination. In the event the Local Representative Southern Arizona resides more than 100 miles outside of the metropolitan Phoenix area, the Local Representative Southern Arizona shall attend meetings of the Local Board by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Local Representative Southern Arizona shall be elected by members residing in Arizona in accordance with this Constitution.

5. Terms of Office: Except for the National Board member, the Local Board members shall serve two year terms.

6. Utah Caucus: The Vice President Utah shall serve as the chairperson of the Utah Caucus. At the annual membership meeting in Utah, no more than five (5) Local members of good standing, who reside in Utah, shall be appointed by the Local members present to serve on the Utah Caucus. Eligibility to serve shall be consistent with Article IV.4. and V.5. of this Constitution. Members of the Utah Caucus may attend Local Board meetings by teleconference at the expense of the Union and may attend any meeting in person at his/her own expense. The Utah Caucus members shall not have a vote in the Local Board proceeding, but may be called upon to participate in discussion and debate as may be determined by the Local Board of Directors.

7. Size: Subject to approval by the Local Board and the SAG-AFTRA National Board, the Local may increase or decrease the number of Local Board members.

8. Authority: The Local Board shall be responsible for the general management, conduct and control of the business affairs of the Local. The Local Board may adopt rules or policies that the Local Board deems necessary or appropriate to conduct the Local's business affairs, subject to approval by the SAG-AFTRA National Board. Such rules or policies shall not contravene this Constitution or the Constitution and policies of SAG-AFTRA.

The National Executive Director shall secure the approval of the Local Board prior to, and as a condition of, hiring a Local Executive Director.

9. Meetings: Regular meetings of the Local Board shall be held at least four (4) times per year. Special meetings may be called at any time by the Local President, Local Executive Director, or by a majority of the Local Board. All meetings shall take place in the Local's principal office unless otherwise determined by the Local Board. At least ten

(10) days' notice shall be given to the Local Board members of any Local Board meeting at which the Local Board will select a replacement for any vacant Local or National Officer or Board member position. Reimbursement of mileage for attendance at regular or special meetings of the Local Board will not be authorized.

10. Notice: Notice of all Local Board meetings shall be mailed or electronically delivered to Local Board members at least ten (10) days in advance. In the case of emergencies, notice shall be given by telephonic/electronic means at least twenty-four (24) hours in advance. The notice must state the date, time and place of the meeting and, in the case of special meetings, the purpose of the meeting.

11. Quorum Requirements: At least one-third ( $\frac{1}{3}$ ) of the members of the Local Board shall constitute a quorum for the conduct of any business. Except as otherwise provided in this or the SAG-AFTRA Constitution, all decisions shall be made by a majority of those present and voting. Minutes shall be kept of all meetings.

12. Electronic Poll: There shall be an electronic poll of the entire Local Board if any one of the following determines that a time-sensitive matter requires immediate attention:

- (a) The Local President;
- (b) Three (3) Local Officers;
- (c) A majority of the Local Board; or
- (d) The Local Executive Director.

13. Executive Session: The Local Board may conduct an executive session limited to its members to discuss personnel matters, collective bargaining strategy, or other sensitive matters.

14. Resolutions: The Local Board shall not take any action contrary to any resolution passed by a majority of the members voting at any membership meeting at which at least 30% of the Local members were present in person. The Local Board may submit any membership meeting resolution to a secret-ballot mail or electronic referendum of the membership.

15. Ex-Officio Members: The local president and national board member, upon their retirement shall be granted ex-officio status of the Local Board of Directors. Ex-Officio Members shall not have a vote in the Local Board proceeding, but may be called upon to

participate in discussion and debate as may be determined by the Local Board of Directors.

16. Minutes: Minutes shall be kept of all Local Board meetings.

## **Article V. Elections, Eligibility and Vacancies**

1. Nominations: The nomination and election of Local officers, Local Board members, National Board member, and delegates to the SAG-AFTRA Convention shall be conducted on a schedule established by the SAG-AFTRA National Board and in accordance with the SAG-AFTRA Constitution and election policies and procedures adopted by the SAG-AFTRA National Board.

2. Procedures: Nomination of candidates for all elected positions within the Local shall be made by filing a completed nominating petition.

(a) Nomination by Nominating Petition: Nominations for members of the Local Board, for officers of the Local, for delegates to the National Convention and for members representing the Local on the National Board shall be made by petition signed by no fewer than five (5) signatures of members of good standing of the Local.

(b) Candidate Outreach Committee:

(i) The Local Board shall appoint not less than five (5) members in good standing of the Local to the Candidate Outreach Committee, at least three (3) members shall reside in Arizona and at least two (2) shall reside in Utah. Three (3) members of the Candidate Outreach Committee shall constitute a quorum; and

(ii) All nominations shall be by petition signed by at least five (5) qualified members. Candidate Outreach Committee members may, upon request, sign a candidate's petition. Neither the ballots nor any material published or distributed by the Local may indicate whether a Candidate Outreach Committee member signed a candidate's petition. The identity of petition signers shall not appear on the ballot or any materials published or distributed by the Local; and

(iii) The Candidate Outreach Committee may solicit members to run for local office by taking reasonable steps to notify all members of the positions to be filled and the procedures for submitting nominating petitions for any such position; and

(iv) If reasonable solicitation of the entire membership does not result in candidates for any particular office, the Candidate Outreach Committee may take further reasonable steps to notify and solicit the membership,



provided however, that the Committee may not solicit any individual members to run for office.

3.     Balloted Election: In the case of a balloted election, no write-in or proxy votes will be allowed. The candidate for each officer position who received a plurality of the votes cast for the office shall be elected thereto. In the case of the Local Board Members-at-Large and Convention Delegates, the number of candidates equal to the number of vacancies to be filled who received the highest number of votes shall be elected. In the event of a tie for any non-National Officer position, the winner shall be determined by a neutral, random selection. If the Local has only one National Board seat, a runoff election will be conducted in the event of a tie. In the event of a tie in any runoff election, the winner shall be determined by a neutral, random selection. Non-Balloted Election: Should the number of candidates nominated by petition not exceed the number of open seats, they shall be deemed elected to the position(s) for which they were nominated (or petitioned for) without the necessity of requiring a mailed ballot election.

4.     Elections Committee: The Local Board shall establish a Local Elections Committee to oversee all nomination procedures and elections consistent with the SAG-AFTRA Constitution and SAG-AFTRA policies and procedures.

- (a)     The Local Board shall appoint five (5) members of good standing of the Local to the Elections Committee, at least three (3) of whom are not members of the Local Board. Three (3) members shall reside in Arizona and two (2) shall reside in Utah, none of whom may be candidates for President, Secretary-Treasurer, Local officer, Local Board, National Board, or Convention delegate in that year's election. Three (3) members of the Elections Committee shall constitute a quorum.
- (b)     The decision of the Local Elections Committee on all election matters shall be final. The Local Board may adopt additional election procedures governing the conduct of nominations and elections, consistent with SAG-AFTRA policies and subject to approval by the SAG-AFTRA National Board.

5.     Eligibility to Serve: To be eligible to serve as an officer or member of the Local Board, a member must have been a member in good standing, as defined by the SAG-AFTRA Constitution, of the Local throughout the dues period prior to, and throughout the current dues period including the date of his or her nomination, and must remain in good standing during his or her term of office.

6.     Filling Vacancies: Any vacancies in Local officer and Local Board positions shall be filled from the Local membership by a majority of the Local Board members voting at any Local Board meeting, except that a Vice President shall succeed the President until the

next meeting of the Local Board. All replacements shall serve until their successors are elected.

7. **Permanent Vacancy:** A permanent vacancy arises upon the death or resignation of the person holding the position, or if the position remains unfilled in any election. In addition, the Local Board may declare that a position is permanently vacant if the person holding the position fails to appear at three (3) consecutive Local Board meetings without good cause.

8. **Union Status During Term:** Local Officers and members of the Local Board must adhere to the good standing and eligibility requirements set forth in Article VIII of the SAG-AFTRA Constitution throughout their elected or appointed term of office in accordance with policies and procedures established by the National Board. Failure to maintain good standing shall disqualify the member from attending meetings or voting until he or she returns to good standing. Failure to maintain eligibility for any other reason shall create a permanent vacancy.

## **Article VI. Collective Bargaining Agreements**

1. **Ratification and Waivers:** All Local collective bargaining agreements and amendments shall be ratified by majority vote of the members affected thereby and voting thereon. Such vote shall be conducted either in an electronic or mail referendum or in any meeting called for that purpose, subject to approval by the Local Board and final approval by the SAG-AFTRA National Board or its designee. The Local Board may approve waivers and minor amendments to such agreements, subject to policies and procedures established by the SAG-AFTRA National Board or its designee.

2. **Work Stoppage:** With the approval by the SAG-AFTRA National Board or its designee, the Local Board may call a strike in connection with any dispute with an employer upon a vote by seventy-five percent (75%) of the members affected thereby voting at any meeting called for that purpose or in a mail or electronic referendum.

## **Article VII. Relationship to SAG-AFTRA**

1. **Disaffiliation:** This Local is an integral part of SAG-AFTRA and all of its assets and properties of whatever kind and nature and wherever located shall be deemed the

property of SAG-AFTRA. The Local may not disaffiliate from SAG-AFTRA or be dissolved by vote of its members without the prior approval of the SAG-AFTRA National Board.

2. National Constitution: In the event of any conflict between this Local Constitution and the SAG-AFTRA Constitution, the SAG-AFTRA Constitution shall control.

3. Contravention: The Local may take no action in contravention of the policies and procedures and rules and regulations adopted by the SAG-AFTRA National Board.

4. Conformity: To the extent that this Constitution, any Local rules, policies or procedures, conflict with any provision of the SAG-AFTRA Constitution, any amendment thereto, or any SAG-AFTRA rules, policies or procedures, this Constitution, or any Local rules, policies or procedures shall be deemed to have been automatically amended to conform therewith.

#### **Article VIII. Procedure for Removal of Local Officers and Local Board Members for Serious Misconduct**

1. Any member in good standing, any committee of the National or a Local Board established for such purpose, or the National Executive Director, or his or her designee, may file charges of serious misconduct with the Secretary-Treasurer, or his or her designee, against any Local Officer or Local Board member. The charges shall be in writing and state all the facts and circumstances showing serious misconduct. A copy of the charges shall be mailed to the Local Officer or Local Board member in question.

2. The Probable Cause Committee shall review the charges and evidence submitted in support of them and may dismiss the charges if they lack substantial merit or evidence in support. Otherwise, the Disciplinary Committee shall set a hearing and give the Local Officer or Local Board member in question at least fifteen (15) days written notice of the date, time and place of the hearing. The hearing shall be before the Disciplinary Committee unless otherwise determined by the National Board. The Local Officer or Local Board member in question shall have the right to have a representative at the hearing, which shall be conducted in accordance with rules and procedures established by the National Board and/or Disciplinary Committee.

3. The body conducting the hearing shall issue a written decision following the hearing. A decision to remove a Local Officer or Local Board member shall be considered a recommendation to the Executive Committee or to such other appeals committee designated by the National Board, unless otherwise determined by the National Board. A two-thirds (2/3) vote of the appellate body members voting shall be required to remove the Local Officer or Local Board member in question. The decision of the appellate body shall be final and binding.

4. In the event a Local Officer or Local Board Member is removed, a successor shall be selected in the manner for filling a permanent vacancy in that office as set forth in the Local Constitution.

#### **Article IX. Amendments**

1. Requirements: Subject to final approval by the SAG-AFTRA National Board, the Local membership may amend this Constitution by a vote of two-thirds (2/3) of the members voting at any membership meeting, or by majority vote of the members voting in a mail or electronic referendum directed by the Local Board. Written or electronic notice shall be given to the members at least thirty (30) days in advance and shall contain a summary description of the proposed amendments.

- (a) In addition to the above mechanisms, the Local Board shall have the power to approve amendments to the Local Constitution, subject to all of the following:
  - (i) Written or electronic notice shall have been given to all members of the Local Board at least thirty (30) days in advance of the Local Board meeting at which such amendment is to be considered for adoption; and
  - (ii) Such amendment can only be adopted in the presence of a quorum and by an affirmative vote of two-thirds (2/3) of those present and voting; and
  - (iii) Such amendment will only become effective upon the approval of the National Board of Directors (or the Executive Committee, if such authority has been delegated by the National Board of Directors).

2. Proposed Amendments: Amendments may be proposed by a majority vote of the members voting at a membership meeting, by the Local Board, or by petition signed by no less than one-third (1/3) of the Local's members filed with the President of the Local or his or her designee. Such proposed amendments shall be voted on at the next membership meeting except that in the case of a petition, such meeting shall be at least thirty (30) days after the filing of the petition.

#### **Article X. Miscellaneous**

1. Conduct of Meetings: Robert's Rules of Order Newly Revised shall govern the conduct of all meetings.