



**Chicago**  
**Local Constitution**  
March 31, 2019

## **1 Members**

1.1 This Chicago Local is composed of SAG-AFTRA members who reside within the Chicago Local's jurisdiction as determined by the SAG-AFTRA National Board. Membership in this Chicago Local shall be automatically extended to all such SAG-AFTRA members.

1.2 The term "members" or "membership" as used in this Chicago Local Constitution means members in good standing as defined in the SAG-AFTRA Constitution, Article III.

1.3 A copy of this Chicago SAG-AFTRA Local Constitution shall be made available to any member of the Chicago Local upon request.

## **2 Membership Meetings**

2.1 Regular meetings of the Chicago Local membership shall be held at least once per year, or at more frequent intervals as determined by the Chicago Local Board. Special meetings of the membership may be called at any time by the Chicago Local President or by a majority vote of the Chicago Local Board members voting on the matter. Except as otherwise set forth in this Constitution, notice of any membership meeting shall be given by written or electronic means at least 30 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 Chicago Local 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.

2.2 All membership meetings shall be held at the Chicago Local's principal office or at such other location as the Chicago Local Board shall determine.

2.3 A quorum for any membership meeting shall be five percent (5%) of the membership, present in person except for the purpose of determining funding priority for convention delegates. A quorum for determining funding for convention delegates will be at least twenty (20) of the Local members in good standing, present in person. The Chicago Local Board may establish a quorum of not less than 2.5% of the membership, provided that the notice of that lower quorum is given to all members not less than thirty days before the meeting. The meeting notice shall include the quorum requirement. Each member who is present shall have one vote.

2.4 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) any nomination or election of SAG-AFTRA National Board members, Chicago Local officers, Chicago Local Board members, or Chicago Local delegates,
- (b) a vote on changes to the Chicago Local Constitution,
- (c) a vote requiring an expenditure of union funds, or
- (d) a vote on any resolution to overturn a decision of the Chicago Local Board.
- (e) 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.

2.5 Minutes shall be kept of all membership meetings.

### **3 Officers/National Board**

3.1 The Chicago Local members shall directly elect one President, one 1<sup>st</sup> Vice President, one 2<sup>nd</sup> Vice President, one 3<sup>rd</sup> Vice President and one Secretary. Candidates for Vice President will run in a single consolidated election and will be elected in ranking order by plurality of votes received. All officers shall serve two-year terms.

3.2 The Chicago Local members shall directly elect representatives to the SAG-AFTRA National Board. Chicago Local representatives to the SAG-AFTRA National Board shall serve four (4) year terms except for the first election to provide for staggered terms.

3.3 The Chicago Local President shall be the principal officer of the Chicago Local and shall preside at all membership and Chicago Local Board meetings. The Chicago Local President shall serve as a Chicago delegate to the SAG-AFTRA Convention.

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

3.5 When the Chicago Local President is unavailable, meetings will be presided over by Chicago Local Officers in ranking succession as follows: 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and 3<sup>rd</sup> Vice President.

### **4 Chicago Local Board**

4.1 The Chicago Local Board shall consist of the Chicago Local's elected officers, the SAG-AFTRA National Board member(s) representing the Chicago Local during the first two years of their National Board term, four representatives from the four (4) Chicago Local regions (Indiana, Iowa, Wisconsin and Peoria, and twenty (20) members elected by the entire Chicago Local's membership. Of the twenty members, three (3) seats shall be filled by members in the Broadcast category and seventeen (17) seats shall be filled by

members in the Actor/Performer\* category. The Chicago Local Board members shall serve two-year terms.

*\*The Actor/Performer category includes all work categories other than Broadcast, e.g. Actor/Performer, Recording Artist, Singer, Dancer, Stunt Performer.*

4.2 Members may concurrently run for a National Board, local officer, local board convention delegate position, but may not hold more than one position, except as provided in 4.3, below.

4.3 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 or her term, the National Board member(s) shall serve as a member of the Local Board and Local Executive Committee 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 Local Executive Committee 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 or Local Executive Committee. A member may serve concurrently as a convention delegate and an officer, National Board member and/or Local Board member.

4.4 The Chicago Local Executive Committee shall be comprised of one Local President, one 1<sup>st</sup> Vice President, one 2<sup>nd</sup> Vice President, one 3<sup>rd</sup> Vice President and one Secretary, the National Board representative(s) during (a) the first two years of their elected terms and (b) the next two years of their elected term only if they are a member of the Local Board during that two year period and the four regional representatives. A quorum of four (4) shall be required for the conduct of any business.

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

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

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

4.8 Regular meetings of the Chicago Local Board shall be held at least at least once per month, unless the Chicago Local President and Chicago Local Executive Director

agree that a meeting is not necessary for that month, or is waived by a majority of the Executive Committee Members. Special meetings may be called at any time by the Chicago Local President, Chicago Local Executive Director, or by a majority of the Chicago Local Board. All meetings shall take place in the Chicago Local's principal office unless otherwise determined by the Local Board. At least ten (10) days' notice shall be given to the Chicago Local Board members of any Chicago Local Board meeting at which the Chicago Local Board will select a replacement for any vacant Local or National Officer or Board member position.

4.9 Notice of all Chicago Local Board meetings shall be mailed or electronically delivered to Chicago 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.

4.10 At least one-third (1/3) of the members of the Chicago 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.

4.11 The Local Board may conduct an executive session limited to its members and necessary staff.

4.12 The Chicago 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 entire Chicago Local members were present in person. The Chicago Local Board may submit any such membership meeting resolution to a secret-ballot mail or electronic referendum of the membership.

## **5 Elections, Eligibility and Vacancies**

5.1 The nomination and election of Chicago Local officers, Chicago Local Board members, Chicago Local's National Board members, and Chicago Local 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.

5.2 The Chicago Local Board shall establish a Chicago Local Elections Committee to oversee all nomination procedures and elections consistent with the SAG-AFTRA Constitution and SAG-AFTRA policies and procedures. The decision of the Chicago Local Elections Committee on all election matters shall be final. The Chicago 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.

5.3 Members residing in the Chicago area seeking nomination to run for any position on the Chicago Board, including officers and regional representatives, shall gather the valid signatures of at least ten (10) qualified SAG-AFTRA members in good standing on a petition obtained from the union office. Members residing in the designated outlying regions shall gather three (3) signatures of SAG-AFTRA Chicago members in good standing on a petition obtained from the union office.

5.4 Funding priority for convention delegates other than the delegate positions assigned to the National Board members and Local President will be determined by plurality of votes received in the election. In the event that the convention delegates allocated to the local are not elected by plurality of votes received, funding priority will be determined at a special membership meeting, or otherwise by a neutral method of selection in accordance with national policy.

5.5 Members residing in the Chicago area seeking nomination to run for convention delegate shall gather the valid signatures of at least ten (10) qualified SAG-AFTRA members in good standing on a petition obtained from the union office. Members residing in the designated outlying regions shall gather three (3) signatures of SAG-AFTRA Chicago members in good standing on a petition obtained from the union office.

5.6 The Local Board shall appoint a Candidate Outreach Committee consisting of members in good standing.

5.7 All nominations shall be by petition. Candidate Outreach Committee members may, upon request, sign a candidate's petition. Neither the ballots nor any materials 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.

5.8 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.

5.9 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.

5.10 To be eligible to serve as an officer or member of the Chicago Local Board, a member must have been a member in good standing, as defined by the SAG-AFTRA Constitution, of the Chicago 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.

5.11 To be eligible to serve as a category representative, a member must have been declared a member of that category for twelve (12) months prior to the date of his or her nomination.

5.12 To be eligible to run for or serve as a Regional Local Board member, or to vote for candidates for such position, a member must either live within the geographical area or must work under a broadcast agreement in a work location that is within that geographical area.

5.13 Any vacancy on the Local Board shall be filled by the Board from among the local membership. Categories and/or regions shall be taken into account as required by this Constitution. Any vacancy in the office of President or Vice President of the Chicago Local shall be filled by order of succession. A vacancy in the office of the 3rd Vice President or Secretary shall be filled by the Chicago Local Board from among the members of the Chicago Local Board. All replacements shall serve until their successors are elected in the next regular election.

5.14 At the next meeting following a vacancy declaration, the board shall nominate and vote for the replacement to fill the vacated seat.

5.15 Chicago Local Officers and members of the Chicago 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.

## **6 Collective Bargaining Agreements**

6.1 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.

6.2 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.

## **7 Relationship to SAG-AFTRA**

7.1 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.

7.2 All of the terms and provisions of the SAG-AFTRA Constitution, and any of its amendments, shall be deemed part of this Local Constitution. In the event of any conflict between this Local Constitution and the SAG-AFTRA Constitution, the SAG-AFTRA Constitution shall control.

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

7.4 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.

## **8 Procedure for Removal of Local Officers and Local Board Members for Serious Misconduct**

8.1 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.

8.2 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.

8.3 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.

8.4 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.

## **9 Amendments**

9.1 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. At the same time, notice containing the actual proposed language shall be posted in the Local's office (if one exists) and published on its website or page.

9.2 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:

9.2.1 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

9.2.2 Such amendment can only be adopted in the presence of a quorum and by an affirmative vote of two-thirds of those present and voting, and

9.2.3 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.

9.3 Amendments may be proposed by a majority vote of the members voting at a membership meeting, by the Chicago Local Board, or by petition signed by no less than one-third (1/3) of the Chicago Local's members filed with the President of the Chicago Local or his or her designee. Such proposed amendments shall be considered 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.

## **10 Miscellaneous**

10.1 Robert's Rules of Order Newly Revised shall govern the conduct of all meetings.

# SAG-AFTRA Chicago Local Rules of Procedure:

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## **Scheduling local board meetings**

The local board meets monthly, scheduled by the local President and Executive Director at the beginning of every month. Meetings alternate between noon and 6:00 p.m. (i.e. January at noon, February meeting at 6:00 p.m., March at noon...). This is to accommodate various schedules of board members. The third Monday of the month is the targeted date of monthly meetings, but holidays and schedules are taken into consideration. Varying the time and day of the meetings occurs to accommodate special guests and requests.

Cancellations of board meetings are rare. If a cancellation is necessary, every effort is made to inform board members as soon as possible. Board members should check e-mail or call the office if weather or other circumstances make it seem that a cancellation is likely. Rescheduling will be done as soon as possible.

## **Attendance**

Board members are to reply to local board meeting notices by e-mail noting his/her plans to attend or requesting to be excused.

Three unexcused board meeting absences triggers review by Executive Director to be presented to Executive Committee for review, with due process for removal from board.

Parking, commuting costs and elder/child care costs incurred by local board member when attending a local board meeting are reimbursable. Parking in the lot adjacent to 10 E. Ontario is preferred.

Members who are not board members may attend local board meetings as observers.

## **Participating by phone**

Local Board Members are expected to attend meetings, however, when circumstances prevent attendance, a board member may call into board meetings and be considered present for attending and voting purposes, under the following circumstances:

Board members residing in the Chicago area must request to do so in advance; the board must approve the request early in the agenda.

Board members residing in the outlying areas (Indiana, Peoria, Wisconsin & Iowa) do not need to request board approval. Dial-in information, along with the agenda and any material prepared for the meeting will be e-mailed before the meeting is scheduled to start. Not all material is available at the start of the meeting, but will be e-mailed as soon as possible.

The agenda and any material to be distributed at the meeting will be e-mailed to the entire board. Not all material is available at the start of the meeting.

All board members participating by phone are to keep the meeting private and mute his/her phones when not speaking. Muting the phone helps prevent feedback and ambient noise from disrupting the meeting.

## **Quorum**

A quorum equals 1/3 of the members serving on the board. A member serving as local officer as well as national board member will only count as one member when a quorum is in question. The meeting cannot be called to order unless a quorum is reached. No business can take place unless a quorum is maintained.

## **Vacancies**

Vacancies on the local board will be filled in compliance with the local constitution. Board members can contact local members regarding serving on the board and prospective local board members are encouraged to contact staff. Names of potential local board members are provided to staff to check eligibility, but reasons for ineligibility are not disclosed.

## **Elections**

The biennial election of local officers, local board, convention delegates and the Chicago local's contingent of national board members will follow guidelines provided by the national governance department.

Discussion of any candidate in a national or local SAG-AFTRA election is not permitted at board meetings.

Distribution of any election material, including candidate packets, petitions or campaign material is not permitted at board meetings.

Members residing in the Chicago area need ten (10) valid signatures to be considered a candidate for any national, local officer, local Board, convention delegate or any position that may be added in accordance with the union's governance rules.

Outlying regions are the areas in the Chicago local's jurisdiction with designated local board seats: Indiana, Peoria, Wisconsin and Iowa. Additions or reductions of the designated outlying areas requires changing the local constitution.

Members residing in the outlying areas need three (3) valid signatures from members residing in the same outlying area to be considered a candidate for national board, local officer, local board, convention delegate or any position that may be added in accordance with the union's governance rules.

Members signing petitions are to write his/her membership number clearly where indicated.

Members signing petitions should be mindful they sign a petition only once.

Members signing petitions should make sure they are eligible to sign the petition being offered (i.e. the petition is for the local in which his/her membership is current.)

Members residing in the outlying regions can sign a petition for any member running for any position in the Chicago local.

## **Alternates/Successions**

When a national board member is unable to attend a national meeting, local officers shall be asked to attend by order of ranking succession as follows: President, 1st Vice President, 2nd Vice President, 3rd Vice President and Secretary. If no officer is available to attend, the

designated alternates will be asked to attend. At its first meeting following an election, the local Board shall elect four members from its ranks to be first, second, third and fourth alternates.

When a national board member resigns from his or her national board seat to accept a national officer position, the next highest-vote getter in the most recent local election will be appointed to the vacated national board seat. Such a successor shall serve until the next election; no move-ups into the four-year national board seat are allowed. When a national board seat becomes vacant for any other reason, the board shall fill the vacancy according to the procedures in the local constitution.

### **Committee Appointments**

Any member in good standing can serve on any standing committee. Chairs and Co-chairs are appointed by the local President. A member can request formation of a new committee by presenting a recommendation to the board; recommending a chair or two co-chairs for the new committee is acceptable.

### **Election-related Committees**

The Election Review Committee and Candidate Outreach Committee are not considered standing committees; these committees convene during the election season and are appointed by the board.

At the start of each election season, the board shall appoint at least three (3) and no more than five (5) members to serve on an election review committee and at least two (2) members to a candidate outreach committee. Board members can contact the potential committee appointee directly to enquire about his/her interest. Potential appointees should contact staff to discuss the duties, time commitment and the understanding that the member will not want to be a candidate in the election during which they serve on an election-related committee.

Local board meetings are conducted according to Robert's Rules of Order, a copy of which is available to board members upon request.

Any issue not covered by the National SAG-AFTRA Constitution, Chicago local Constitution or Roberts Rules of Order can be considered by the board for addition to this document.