



**New England  
Local Constitution**

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## **SAG-AFTRA New England Local Constitution**

### **Preamble**

This Constitution is in effect for the governance and the affairs of the New England Local of Screen Actors Guild-American Federation of Television and Radio Artists (SAG-AFTRA) with its scope, authority, and geographic area established and functioning at the direction and 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.

### **Mission and Objectives**

Adopted by the active members of SAG-AFTRA who reside in the New England area, this Constitution is hereby established having received approval by the National Board of Directors of SAG-AFTRA on April 19, 2013. The active members of SAG-AFTRA who reside in the New England area hereby constitute the SAG-AFTRA New England Local whose purpose is to advance, foster, promote, and benefit all those who are employed as actors, announcers, broadcast journalists, dancers, DJs, news writers, news editors, program hosts, puppeteers, recording artists, singers, stunt performers, voice over artists, and other media professionals whose work is seen and heard in cinemas, on television and radio, sound recordings, the internet, games, mobile devices, home video, and all forms of media; to secure and protect the rights of those so employed in all matters affecting their professional activities; to assist all those who work in these areas in securing just and equitable compensation and working conditions in their employment; to take united action to abolish any unfair dealings or abuses or other conditions which are detrimental to persons engaged as employees in the said professions; to seek to widen the employment opportunities through organizing work available to members and prospective members of the New England Local of SAG-AFTRA; and to combine and coordinate the activities of the Local with activities of other organizations, whenever such combination or coordination shall be in the best interest of the members of the Local in carrying out these objectives. In conjunction with this Constitution, the Local Board may also formally adopt various "Policies and Procedures" that it deems necessary or appropriate to conduct the Local's business in furtherance of these objectives.

## **Name**

The name of the Local shall be SAG-AFTRA New England.

## **Article 1 - Members**

1.1 **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.

1.2 **Definition**: The term "members" or "membership" as used in this Local Constitution means members in good standing as defined in the SAG-AFTRA Constitution.

1.3 **Officer Information**: The Local shall provide SAG-AFTRA with a list of its officers and Board members, showing their names, addresses, email addresses and telephone numbers and give prompt notice of any changes.

## **Article 2 - Membership Meetings**

2.1 **Regular and Special Meetings**: Regular meetings of the Local membership shall be held at least once per year, or at more frequent intervals as determined by the Local Board. 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.

2.2 **Notice**: Except as otherwise set forth in this Constitution, notice of any membership meeting shall be given by written or electronic means at least thirty (30) calendar days in advance. Notice shall also be published on the Local's website or page. 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, if so agreed, by the President and at least two (2) 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 or emergency meetings, a description of the business purpose of the meeting.

2.3 **Locations**: All membership meetings shall be held at the Local's principal office or at such other location as the Local Board shall determine.

2.4 Quorum Requirement: Quorum at a Local membership meeting shall be ten percent (10%) of the Local's membership.

2.5 Conduct of Business: Any regular membership meeting at which a quorum is present may transact any business coming before the meeting provided that the business has been stated in the meeting notice. 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.

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

### **Article 3 -Officers**

3.1 Officers/Terms: Except as provided for in Article 5 Section 5.1, the Local's members shall directly elect the following officers:

President

Actor/Performer Vice President\*

Broadcast Vice President

Secretary

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

All officers shall serve two (2) year terms.

3.2 Principal Officer: The President shall be the principal officer of the Local and shall preside at all membership and Local Board meetings. The President shall 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.

3.3 Order of Succession: The order of succession shall be President, the Vice-President whose work classification matches the President's, the other Vice-President, the Secretary, and the National Board Member.

3.4 Absence of the President: The Local officers, in order of succession, shall serve in the President's absence. If an officer is unavailable, the Local Board shall designate another member of the Local Board to serve as President.

3.5 National Board Member: The Local members shall directly elect the National Board Member(s) to which the Local is entitled for a term of four (4) years in accordance with the National Constitution. He or she shall serve as an officer of the Local Board as set forth in Article 4. If the Local is entitled to more than one (1) seat on the National Board, at least one (1) shall be from the Broadcast work category and at least one (1) from the Actor/Performer\* work category.

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

#### **Article 4 - Local Board**

##### **4.1 Composition**

- (a) The Local Board shall consist of the Local's elected officers, the SAG-AFTRA National Board member(s) representing the Local during the first two years of their National Board term, and 14 additional Local Board members elected by the Local's membership. The Local Board members shall serve two-year terms.
- (b) Members may concurrently run for a National Board, Local Officer, Local Board or Convention Delegate position, but may not hold more than one position, except as provided in (c), below.
- (c) 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 or Local Executive Committee. 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.

4.2 Size and Apportionment: The fourteen (14) additional members of the Local Board shall be apportioned between Broadcaster and Actor/Performer work categories with four (4) of the seats reserved for Broadcaster and ten (10) for Actor/Performer work categories. 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.

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

4.3 Authority: The Local Board shall be responsible for the general management of the business affairs of the Local, including oversight of the Local's budget. In consultation with its Local Executive Director, the Local Board shall be responsible for identifying the needs of the Local's members and developing and proposing plans and budgets to address those needs. The Local Board shall work with the Local Executive Director on preparing the Local's annual budget proposal for consideration and approval by the National Executive Director or his/her designees.

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

4.5 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. Meetings shall take place in the Local's principal office unless otherwise determined by the Local Board or by the Local Executive Director in consultation with the Local Executive Committee. 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.

4.6 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.

4.7 Quorum Requirements: At least fifty percent (50%) of the Local Board shall constitute a quorum for the conduct of any business, provided that both Actor/Performer and Broadcaster work groups are represented. 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.

4.8 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.

4.9 Resolutions: Any resolution passed at a membership meeting where fewer than thirty percent (30%) of the Local members are in attendance shall be considered advisory to the Local Board. 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 thirty percent (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.

4.10 Referenda: Any resolution submitted in a petition signed by at least fifteen percent (15%) of Local members in good standing shall be submitted to a secret-ballot mail or electronic referendum of the Local membership.

4.11 Emeritus Status: In order to avail itself of the institutional knowledge, experience, and historical perspective of long-serving Local and National Board members, the Local Board of Directors may from time to time, at its discretion, grant “*Emeritus Status*” to these individuals. Those granted Emeritus Status shall be known as *Director Emeritus* and shall be eligible to attend Local Board meetings at the invitation of the President or his/her designee. Directors Emeriti shall not have a vote in any Board proceeding, but may be called upon to participate in discussion and debate as may be determined by the Local Board of Directors.

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

5.1 Nominations: The nomination and election of Local officers, Local Board members, National Board members, 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.

- (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 may be made by petition signed by ten (10) active members in good standing. Such petition must be completed and delivered to the Local Executive Director no later than forty-five (45) days prior to the scheduled election date.

- (b) Convention Delegate seats shall be reserved for the Broadcast and Actor/Performer work category groups in proportion to their respective collective shares of the Local membership. The Broadcast work category group includes Broadcast-News and Information and Broadcast-Entertainment work categories. The Actor/Performer work category group includes all work categories other than Broadcast, i.e., Actor/Performer, Recording Artist, Singer, Dancer, and Stunt Performer.
- (c) If any available seats are contested, ballots will be mailed or delivered electronically to all members in good standing. Balloting materials shall include statements and pictures (as provided by the candidates) for all candidates with the exception of convention delegates<sup>1</sup>, even if the candidates are running unopposed. Statements and pictures for each candidate shall be allotted equal space in the balloting materials. Ballots shall be mailed to members of the Local in good standing no later than thirty (30) days prior to the scheduled election date.
- (d) Non-Balloted Election: Should the number of candidates nominated by committee or 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.

## 5.2 Candidate Outreach Committee:

- (a) The Local Board shall appoint a Candidate Outreach Committee consisting of New England Local members in good standing.
- (b) 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

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<sup>1</sup> This is pursuant to Article X.B.9. of the SAG-AFTRA Constitution.

candidate's petition. The identity of petition signers shall not appear on the ballot or any materials published or distributed by the Local.

- (c) 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.
- (d) 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.

5.3 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) At its first Local Board meeting of an election year, the Local Board shall establish a five (5) member Elections Committee consisting of a chair elected by the Local Board, and four (4) additional members in good standing, none of whom may be candidates for National Officer, National Board, Local Board or Convention Delegate in that year's election. Three (3) members of the 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.

5.4 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.

5.5 Vacancy:

- (a) Any vacancies in Local officer and Local Board positions shall be filled from the Local membership and/or Local Board by a majority of the Local Board members voting at any Local Board meeting, except that a Vice President shall succeed the

President according to the order of succession until the next meeting of the Local Board. All replacements shall serve until their successors are elected.

- (b) 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) Local Board meetings during his or her term of office without providing advance notification of excuse to the Local Executive Director. Membership meetings shall be considered Local Board meetings for the purposes of tallying unexcused absences. Any vacancies in Local officer and Local Board positions shall be filled from the Local membership and/or Local Board by a majority of the Local Board members voting at any Local Board meeting. All replacements shall serve until their successors are elected.

5.6 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 6 – Committees and Committee Appointments**

6.1 Committee Appointments: The President, with the approval of the Local Board, may appoint committees in addition to those provided for in Section 6.2 (Standing 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.

6.2 Standing Committees:

- (a) Executive Committee: The Executive Committee shall consist of the Officers set forth in Section 3.1 above, and the National board member(s) for the first two (2) years of their term or for an additional two years if elected to a local board seat. The Executive Committee, as it deems necessary, shall have the authority to appoint other Local Board members with expertise on the subject being considered. In the event the Local Board cannot be polled, the Executive Committee shall be given the

authority to act on behalf of the Local Board on matters in which the Local Board cannot act in a timely manner between regularly scheduled Board meetings. Local Board members will be notified via email of any actions of the Executive Committee.

- (b) Broadcast Steering Committee: The Local Broadcast Steering Committee shall consist of a member of the Local Board who shall serve as Chair of the Committee and a shop representative from at least four (4) broadcast stations with which the Local has collective bargaining agreements. The Committee shall be responsible for identifying areas of concern to broadcasters and making recommendations to the Local Board, including recommendations on standards for collective bargaining agreements, internal and external organizing efforts, public policy, and other issues affecting members working in the broadcast sector.
- (c) Conservatory Committee: The Conservatory Committee shall consist of a member of the Local Board who shall serve as Chair of the Committee and at least four (4) members-at-large from the Local membership. Categorical and geographical representation should be strived for when appointing members to the Committee. It shall be the charge of the Local Conservatory Committee to encourage, supervise and create local programs through the Conservatory that inure to the educational benefit and opportunity of Local members to hone and develop their craft.
- (d) Organizing Committee: The Local Organizing Committee shall consist of the Officers set forth in Section 3.1 above and at least four (4) members of the Local Board. Categorical and geographical representation should be strived for when appointing members to the Committee. It shall be the charge of the Committee to adopt, implement and oversee the internal and external organizing strategies of the Local, and implement national strategy as determined by the National Board. The Committee works in close consultation with Local and National staff.
- (e) Communications Committee: The Communications committee shall consist of the Officers set forth in Section 3.1 above and at least two (2) members of the Local Board. It shall be the charge of the Committee, working in close consultation with Local and National Staff, to develop Local newsletters, maintain the Local's webpage, and implement social media and any other communications initiatives, subject to approval of the Local Board.

### 6.3 Non-Standing Committees:

- (a) Contract Committees: The Local Board shall appoint local committees to identify local needs in National Contracts. The composition of such committees will be at the discretion of the Local Board. Such committees will be charged with outreach to Local members for input, communicating with other Locals regarding contract proposals, and crafting proposals for submission to National contract committees.
- (b) Other Committees: The Local Board shall retain the authority to establish, populate, and convene other Local Committees as necessary to serve the needs of the membership.

### **Article 7 - Collective Bargaining Agreements**

7.1 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 written mail or electronic 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.

7.2 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 written mail or electronic referendum.

### **Article 8 - Relationship to SAG-AFTRA**

8.1 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.

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

8.3 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.

8.4 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 9 - Procedure for Removal of Local Officers and  
Local Board Members for Serious Misconduct**

9.1 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.

9.2 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.

9.3 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.

9.4 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 10 - Amendments**

### **10.1 Proposal of Amendments:**

Amendments to this constitution may be proposed by either:

- (a) A majority vote of the members voting at a membership meeting where twenty percent (20%) of the members are present in person;
- (b) A majority vote of the Local Board; or
- (c) A petition signed by no less than one-third ( $\frac{1}{3}$ ) of the Local's members filed with the President of the Local or his or her designee and the Local Executive Director. Such proposed amendments shall be voted on at the next Local Board meeting. Should the proposed amendment fail to pass by a majority vote of the Local Board, members may submit the proposed amendment to the full membership at the next membership meeting, provided that the membership meeting meets quorum requirements.

**10.2 Voting on Amendment Proposals:** Subject to final approval by the SAG-AFTRA National Board, the Local membership may amend this Constitution by:

- (a) A vote of two-thirds ( $\frac{2}{3}$ ) of the members voting at any membership meeting at which a quorum is present; or
- (b) By majority vote of the members voting in a written mail or electronic referendum directed by the Local Board. In this instance, written or electronic notice shall be given to the members at least thirty (30) days in advance and shall contain a summary explanation of the proposed amendment(s) as well as the actual proposed language. Should a minority of at least twenty-five percent (25%) of the Local Board oppose a given amendment, the minority shall be entitled to include a dissenting statement in such notice, provided that the dissenting statement is factually accurate and does not exceed in length the summary description provided by the majority. Formal notice of proposed amendments, including the actual proposed language, a summary explanation of the amendment and, if applicable, the dissenting minority statement shall be



posted at least thirty (30) days in advance in the Local's office (if one exists) and published on its website or web page.

10.3 Local Board Approval: 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:

- (a) 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
- (b) 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
- (c) 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.

#### **Article 11 - Miscellaneous**

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

11.2 Policies and Procedures: In conjunction with this Constitution, the Local Board may also adopt formal "Policies and Procedures" that it deems necessary or appropriate to conduct the Local's business.