

## **Editors' Association of Canada/Association canadienne des réviseurs Branches and Twigs Procedures**

**Effective date: June 2021**

These are the procedures to implement the Editors' Association of Canada *Branches and Twigs Policy*.

### **Forming a branch or twig**

Under s. 8.01 of Bylaw No. 1 (2014), the Editors' Association of Canada/Association canadienne des réviseurs may establish branches within Canada as the membership may determine by special resolution.

Under the *Branches and Twigs Policy*, the national executive council may establish twigs.

Branches and twigs are divided into regions. For each region, the national executive council appoints a council member to serve as the regional director of branches and twigs.

The criteria for establishing a branch:

- The branch is composed of a minimum of 30 members.
- The branch undertakes to establish a branch executive.
- Establishing the branch is approved by at least two-thirds of the votes cast at a national annual general meeting.

To help association members make an informed and fair decision on establishing a branch, the proposed new branch must prepare a written description of its anticipated operations, including the expected number of members and the names and executive positions of the proposed founding executive. This must be provided to the national executive council at least 60 days before the national annual general meeting.

The criteria for establishing a twig:

- The twig is composed of a minimum of five members.
- The activities of the twig will be coordinated by two twig co-chairs, who recruit other volunteers as required to support the activities of the twig.
- Establishing the twig is approved by a resolution of the national executive council.

To help the national executive council make an informed and fair decision on establishing a twig, the following documentation must be provided.

- The proposed new twig must prepare a written description of its anticipated operations, including the expected number of members and the names of the founding co-chairs.
- The relevant regional director of branches and twigs, in consultation with the chairs of any affected branches, must prepare a written description of the anticipated impact of the proposed new twig on the adjacent branches, including the financial impact on the adjacent branch or branches, and any significant support issues to be considered.

## **Membership**

An editor who joins the association also chooses which branch or twig he or she will join.

## **Branch governance**

Every year, each branch must elect an executive of at least four people that performs at a minimum the functions of chair, treasurer, secretary and marketing/public relations.

A branch executive must meet at least quarterly.

Under s. 6.01(f) of Bylaw No. 1 (2014), the national executive council appoints a branch officer for each branch.

- The branch officer is normally the person who serves as chair of the branch executive.
- The branch officer holds primary signing authority for the branch, reports to the national executive council on branch operations and finances, and ensures the branch's accountability to the national executive council.

## **Twig governance**

Each twig must elect two twig co-chairs, who will recruit other volunteers as required to support the activities of the twig. The co-chairs must be members or student affiliates of the association.

Twig co-chairs serve staggered two-year terms, with one new chair being elected each year.

## **Membership meetings**

Each branch and twig must call a minimum of four membership meetings a year, one of which must be an annual general meeting of the branch or twig that

- includes executive/ co-chair elections (as appropriate), and
- is held before the national annual general meeting.

Quorum for a branch annual general meeting is eight members.

Quorum for a twig annual general meeting is three members.

## **Finances**

Each branch and twig receives funding from the national association.

- The amount of funding each branch or twig receives is based on formulas established by the national executive council.
- These formulas reflect the number of members in a branch or twig.

Branches can set up their own bank accounts and administer their own funds.

Twig funds are held by and administered through the national treasurer.

## **Administration**

Branches can hire staff to assist with branch administration.

Administrative support for twigs is provided by national staff.

## **Accountability**

A branch or twig is expected to fulfill its requirements as specified in these procedures and the *Branches and Twigs Policy*.

Through the regional directors of branches and twigs, each branch and twig must submit

- reports and financial reports as required by the national executive council (NEC)
- annual financial reports to the NEC.

Financial reports:

- Within the 90 days following the end of the branch fiscal year, each branch must submit an annual financial report to the national treasurer of the association.
- Within the 120 days following the end of the twig fiscal year, the national treasurer will submit an annual twig financial report to each twig.

## **Activities**

Branch and twig activities must be consistent with the aims and objectives of the association as articulated in the association's articles and bylaws and in any related documents approved by a vote of the membership at a national general meeting.

Within this framework, branches and twigs may decide which activities they wish to undertake or emphasize.

Traditionally, branch and twig activities involve networking, communication, professional development, outreach and public relations.

Branches and twigs may not undertake any activity that

- is the responsibility of the national executive council,
- contravenes an applicable national policy or a directive of the national executive council, or
- requires a national vote of the membership, such as awarding an honorary life membership.

## **Policies**

Branches and twigs may pass policies governing their own conduct and operations as long as these policies are consistent with the aims and objectives of the association.

National-level policies may also apply at the branch or twig level. In this case, these policies will state their applicability at both levels of the association.

## Dissolving branches and twigs

The requirements for branches and twigs are specified in the *Branches and Twigs Policy* and in these procedures. If a branch or twig fails to meet its requirements for two consecutive quarters, the national executive council may advise the branch or twig that it is at risk.

The national executive council may allocate additional resources to help the branch or twig meet its obligations over a one-year period.

If a branch remains unable to meet its requirements, the national executive council may propose dissolving the branch at a subsequent national annual general meeting.

- Dissolving a branch must be approved by at least two-thirds of the votes cast at a national annual general meeting.

If a twig remains unable to meet its obligations, the national executive council may propose dissolving the twig at a subsequent national executive council meeting.

- Dissolving a twig must be approved by a vote of the national executive council.
- When a branch or twig is dissolved, each of its members chooses which other branch or twig to join. After all debts (if any) are paid, the money follows the members and student affiliates in good standing to whatever branch or twig they choose.

## Revisions

Substantive revisions to these procedures must be authorized by a simple majority of the votes cast by members of the association at a general meeting.