

**Editors' Association of Canada/Association canadienne des réviseurs**  
**Branches and Twigs Policy**  
**Effective date: August 2014**  
**(Replacing Rules and Regulations No. 2: Branches of the Association, June 2011)**

**Policy purpose**

The purpose of this policy is to foster good governance in the branches and twigs of the Editors' Association of Canada/Association canadienne des réviseurs.

**Policy statement**

The Editors' Association of Canada encourages the formation of new branches and twigs and is committed to supporting existing branches and twigs.

**Definitions used within this policy**

"Branch" means a full branch of the Editors' Association of Canada as described in section 8 of Bylaw No. 1 (2014). It is composed of a minimum of 30 members.

"Twig" means a small, informally organized group of members of the Editors' Association of Canada. It is composed of a minimum of five members.

**Applicability**

This policy applies to

- the national executive council
- branch executives
- branch staff
- twig coordinators
- members
- national office staff

**Responsibility**

Under s. 8.01 of Bylaw No. 1 (2014), the association may establish branches within Canada as the membership may determine.

Where a local group of members is interested in organizing itself to conduct some association activities but is not prepared to become a branch, the national executive council may establish a twig.

Every year, each branch must elect an executive and each twig must elect twig coordinators.

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.

Each branch and twig receives funding from the national association.

- Branches can set up their own bank accounts and administer their own funds. Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), submit quarterly and annual financial reports to the national executive council on behalf of their branches.
- Twig funds are held by and administered through the national treasurer. The national treasurer submits an annual twig financial report to each twig.

Branches and twigs are accountable to the national executive council. Branch and twig activities and policies 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 meeting of members.

Branches and twigs may not undertake any activity that

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

Branches and twigs are expected to fulfill their requirements as specified in this policy and expanded on in the relevant procedures.

There are set criteria for forming and dissolving branches.

## **Contact information**

Enquiries about this policy should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

### **Authority**

This policy is issued under the authority of the members of the Editors' Association of Canada.

Revisions to this policy must be authorized by a simple majority of the votes cast by members of the association at a general meeting.

This policy will be reviewed every five years.

### **References**

The procedures for implementing this policy appear in the document *Branches and Twigs Procedures*.