

Screen Industry Guild Guide to Governance, Structure and Roles - V2 - Feb 2026

Introduction

This Governance Guide explains how The Screen Guild is run and how decisions are made. It's based on our **Screen Guild Constitution (updated in 2025)**, the **Screen Industry Workers Act 2022** (SIWA), and core Governance Principles informed by recognised good-governance practice from **ISO 37000:2021 - Governance of organisations - Guidance**. It lays out who does what, how meetings should work, and what responsibilities our leaders have.

The Guild exists to support the people who work in New Zealand's screen industry. Our power comes from being united and speaking with one voice. A great example of this is the Blue Book, which was achieved through years of negotiation. It wouldn't have been possible if producers thought we were divided or unclear about what we wanted.

Of course, our members don't all think the same, and that's a strength. We encourage healthy debate, different opinions, and honest discussion. But once a decision is made - whether at a branch meeting or the national level Officers are expected to respect and implement lawful collective decisions once made. Members remain free to express differing views respectfully and through the Guild's democratic processes. This is how we stay strong and effective.

Branches collect ideas and concerns from members, which feed into national discussions and planning. This guide helps everyone - from new Branch Committee members to the National Executive - understand how to lead well, act fairly, and support each other in doing the mahi.

This guide also helps members understand what elected officers are expected to do. It sets out the basic rules and best practices so that we stay transparent, fair, and accountable. Good governance isn't just about ticking boxes—it's about building trust, staying connected to members, and working professionally so we can all thrive in our industry.

Purpose of this Guide

This guide is here to help everyone involved in The Screen Guild governance—from elected officers to regular members—understand how things work, what's expected, and how to contribute positively.

Good governance means being organised, respectful, fair, and responsible. It means listening to members, making informed decisions, and communicating clearly. This guide promotes good governance by:

- Helping National Executive and Branch Committee members understand their duties
- Making sure we follow the Constitution and SIWA law
- Encouraging professionalism, fairness, and teamwork across the Guild

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1. Core Governance Principles (Aligned with ISO 2022)

These are the values that guide how The Screen Guild is run. Good governance looks like:

1. **Transparency** – Everyone knows what decisions are being made, why they’re made, and how money is spent. Appropriate governance and financial information is made available to members, subject to privacy, confidentiality and lawful grounds for withholding information.”
 2. **Accountability** – People in leadership roles take responsibility for their actions and decisions. Members know who to go to with concerns or questions.
 3. **Participation** – All eligible voting members are encouraged to speak up, vote, join meetings, and help shape decisions. Governance is not just top-down.
 4. **Integrity** – Officers act honestly and put the Guild first, not their personal interests. Conflicts of interest are declared.
 5. **Stewardship** – Funds and resources are managed carefully for the long-term benefit of members.
 6. **Sustainability** – Planning for the future, growing the Guild, and supporting members in a changing industry.
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2. The Screen Guild Objectives

The Screen Industry Guild was created to support and represent people working in Aotearoa’s screen industry. These objectives, set out in the Constitution, guide everything we do to protect, promote, and empower our members. Following the principles of good governance helps us to:

1. Run a professional Guild that members can rely on
2. Protect the wellbeing, safety, and job opportunities of our members
3. Maintain high standards in our work and conduct
4. Speak up on behalf of members when dealing with employers, engagers, or government
5. Help members deal with problems in the industry
6. Build strong connections with similar groups here and overseas
7. Share knowledge through events, training, meetings, and publications

3. Governance Structure

Good governance starts with a clear and fair structure. The Screen Guild has several key groups that each play an important role in running the Guild and representing members. When these groups work together well, we get strong leadership, shared responsibility, and better outcomes for crew across Aotearoa.

3.1. National Executive

- a. Under Rule 15 of the Constitution, the National Executive comprises:
 - i. The President
 - ii. The Vice President
 - iii. The Treasurer
 - iv. Each Branch Chair
 - v. No fewer than three (3) and no more than fifteen (15) additional National Executive members put forward by the Branch Committees and elected in accordance with Rule 18.
- b. Accordingly, the National Executive may comprise between ten (10) and twenty-two (22) voting members, depending on the number of additional members elected under Rule 15A(v).
- c. In addition, under Rule 15C, the National Executive may co-opt non-voting members from time to time to assist with specific expertise or projects.
- d. Elections are carried out as follows:

1. National Officers (elected by all voting Members)

- i. President
- ii. Vice President
- iii. Treasurer

2. Branch Representation (elected by branch voting Members)

Each branch may have up to three (3) representatives on the National Executive in accordance with Rule 18BB, as follows:

- i. The Branch Chair automatically becomes a member of the National Executive.
- ii. The Branch Secretary is offered membership of the National Executive.
- iii. In addition, each branch may elect one (1) further Branch Committee member.
- iv. If a Branch Secretary declines the automatic offer, the branch may elect an alternative Branch Committee member in their place.

3.2 Branch Committees

Each of The Screen Guild's four branches—Auckland, Wellington, Christchurch and Queenstown—has its own elected committee. These committees make sure members are represented, informed, and supported at the local level.

a. Minimum Size: A branch must have at *least* 10 members to operate

b. Structure:

- ii. Chair (elected by branch members via online ballot)
- iii. Secretary (elected by branch members via online ballot)
- iv. Up to 8 additional committee members (elected by branch members)
- v. May co-opt non-voting members or non-members for short-term or specialist support

*** Good governance at the branch level means being visible and accessible to local members, making sure meetings are fair and well-run, and feeding local views into national decisions.**

3.3 Employees

The Guild has a small team responsible for managing operations and supporting the work of both the National Executive and Branch Committees. Clear reporting lines are essential to good governance and effective management.

a. Executive Officer

- i. Reports to the National Executive through the President (or Vice President if the President is unavailable).
 - ii. Is responsible for the day-to-day management and administration of the Guild.
 - iii. Oversees operations, communications, membership systems, compliance processes, and staff.
 - iv. Implements policies and decisions made by the National Executive.
 - v. Is accountable for financial administration and reporting to the Treasurer and National Executive.
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b. Accounts Officer / Administrative Assistant (Part-Time)

- i) Reports to the Executive Officer.
- ii) Is responsible for processing financial transactions, managing invoices, maintaining accounting records, and supporting financial administration.
- iii) Provides financial information and reports as directed by the Executive Officer.
- iv) The Treasurer does not have direct managerial authority over the Accounts Officer. Any financial queries, oversight matters, or performance concerns relating to the Accounts Officer must be raised with the Executive Officer, who retains management responsibility.
- v) The Treasurer exercises governance-level oversight of Guild finances through:
 - a) Reviewing financial reports,
 - b) Monitoring budget performance,
 - c) Advising the National Executive on financial risk and compliance,
 - d) Liaising with the Executive Officer regarding financial matters.

This structure ensures clear accountability, prevents role confusion, and protects against inappropriate operational interference by governance members.

*** Good governance in staffing means clear reporting lines, well-defined roles, and ensuring staff are resourced and supported to deliver their responsibilities.**

3.4 Contractors

Contractors may:

- a. be brought in when specialist skills or extra capacity are needed.
- b. report to the President or Executive Officer depending on the project

*** Using contractors appropriately helps the Guild stay flexible and efficient—good governance here means setting clear deliverables, contracts, and points of contact.**

4. Roles & Responsibilities

Being elected or appointed to a Guild role is both a privilege and a responsibility. Every officer, committee member, and staff member plays a part in making the Guild function effectively for its members. Good governance in every role means leading with care, being transparent and consistent, and always putting the Guild's best interests first.

4.1. General Expectations for All Roles

- a. Being elected or appointed to a governance role within The Screen Guild is both a privilege and a serious legal responsibility. Officers provide leadership to ensure the Guild remains strong, stable, compliant, and sustainable.
 - b. The purpose of every Guild Officer role is to provide leadership so that:
 - ii. The Screen Guild remains strong, stable, and sustainable
 - iii. Guild funds are used responsibly and its assets are protected
 - iv. The Screen Guild fulfils its objectives and serves its members well
 - v. The Screen Guild grows its reach and membership across the industry
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4.1.1. General Governance Expectations

All Officers and members holding a governance role are expected to:

- a. Act in good faith and with integrity
 - b. Prioritise the Guild's interests above personal interests
 - c. Participate actively in Executive or Committee work and Guild business
 - d. Protect privacy and confidentiality in relation to all Screen Guild business, disclosures, internal discussions, and HR matters, including signing a Non-Disclosure Agreement (NDA) upon election
 - e. Refrain from public comment on Guild business unless authorised in accordance with Guild spokesperson policy
 - f. Respect collective decisions and publicly support them once made, even where personal views differed
 - g. Work in coordination with other branches and the National Executive
 - h. Exercise particular care in financial matters and maintain accurate records where relevant
 - i. Use Screen Guild assigned email addresses (if provided) and store all association communications within those systems to ensure continuity and institutional memory
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4.1.2. Statutory Duties Under the Incorporated Societies Act 2022

- a. In addition to the expectations above, all Guild Officers and governance members have formal legal duties under the Incorporated Societies Act 2022 (ISA 2022).
- b. These duties apply regardless of personal intention or experience level.
- c. Duties of Officers / Committee Members Include:**
 - i. Acting in good faith and in the best interests of the Society

- ii. Exercising the degree of care, diligence, and skill that a reasonable Officer with their experience would exercise
- iii. Exercising powers in accordance with the Constitution
- iv. Refraining from, or preventing, actions that would adversely affect decision-making or the activities of the Society
- v. Avoiding and appropriately declaring conflicts of interest

d. Officers / Committee Members Must:

- i. Ensure the Society has sufficient funds to meet its obligations as they fall due
- ii. Ensure that where the Society enters into contracts or accepts payment for goods or services, there are reasonable grounds to believe it can meet those obligations
- iii. Take all reasonable steps to ensure accounting records correctly record and explain transactions
- iv. Ensure the annual financial statements and annual report are prepared and signed within six months of balance date
- v. Provide information or explanation to auditors when required
- vi. Ensure the annual return is filed with the Registrar of Incorporated Societies

e. Personal Liability

- i. Officers / Committee Members may be personally liable if they:
 - 1. Fraudulently take, apply, conceal, or destroy Society property
 - 2. Falsify, destroy, alter, or conceal records with intent to deceive
 - 3. Knowingly allow the Society to operate in a reckless manner
- ii) **Breaches of other legislation** that may commonly arise include:
 - 1. Employment legislation
 - 2. Tax legislation (including the Income Tax Act and related tax statutes)
 - 3. The Health and Safety at Work Act 2015

4.1.3. Delegation and Accountability

- a. While certain operational responsibilities may be delegated to the Executive Officer or staff / contractors, **accountability for governance duties remains with ALL Officers / Committee Members as a group.**
- b. A lack of intent, knowledge, or experience does not remove an Officer's statutory obligations.

4.1.4. Governance Principle

- a. Good governance requires:
 - i. Ethical leadership
 - ii. Financial prudence
 - iii. Legal compliance
 - iv. Clear role boundaries
 - v. Collective responsibility
- b. Every Officer must understand that accepting election to a governance role carries both professional expectation and statutory accountability.

4.1.5. Appointment, Induction and Interests

Purpose

Good governance requires that all Officers understand their legal responsibilities, declare relevant interests, and are properly prepared for their role. These processes support transparency, accountability, and compliance with the Incorporated Societies Act 2022.

a. Appointment and Consent to Act

Upon election or appointment to any governance role (including National Executive or Branch Committee positions), an Officer must:

- i. Complete and sign a Consent to Act as required under the Incorporated Societies Act 2022.
- ii. Confirm that they are not disqualified from holding office under the Act.
- iii. Provide any information reasonably required for the Society's officer register.
- iv. Signed Consent to Act forms must be retained in the Guild's official records.

b. Declaration and Register of Interests

- i. Upon appointment, every Officer must complete a written Declaration of Interests.
- ii. Declared interests must include any financial, professional, governance, or organisational relationships that could give rise to an actual, potential, or perceived conflict of interest.
- iii. The Guild will maintain an Interests Register, which is reviewed regularly by the National Executive.
- iv. Officers must promptly disclose any new or changed interests during their term of office.

- v. Where a conflict arises, it must be declared at the relevant meeting and managed in accordance with the Constitution and ISA 2022.

c. Induction Process

The President (or delegated Officer) must ensure that new Officers receive an induction as soon as reasonably practicable after appointment.

The induction should include:

- i. A copy of the Constitution
- ii. This Governance Guide
- iii. Recent minutes of the National Executive or Branch Committee
- iv. Current strategic plan (if applicable)
- v. Latest financial statements and budget
- vi. Key policies (including Code of Conduct and Conflict of Interest policy)
- vii. Overview of Guild structure, reporting lines, and current priorities
- viii. The purpose of induction is to ensure Officers understand their governance responsibilities, statutory duties, and the operational context of the Guild.

d. Ongoing Governance Development

Officers are expected to maintain and develop their governance capability. The National Executive may:

- i. Provide governance training sessions
- ii. Support attendance at relevant governance workshops
- iii. Review governance processes annually to improve effectiveness

Governance development strengthens collective decision-making and reduces organisational risk.

4.2 President

a. The President is the elected leader of the Guild and serves as Chair of the National Executive.

b. The President:

- i. Represents the Guild at industry events and formal engagements
- ii. Acts as the official media spokesperson (unless another spokesperson is formally appointed)
- iii. Reports to Members at each AGM
- iv. Ensures the Constitution, policies, and rules of the Guild are upheld

- v. Provides leadership and strategic direction in collaboration with the National Executive
- vi. Oversees Guild operations at a governance level
- vii. Supervises and supports the Executive Officer
- viii. Sets the agenda and chairs National Executive meetings

c. Authority of the President

- i. The President acts within the authority granted by the Constitution and the National Executive.
- ii. The President does not have authority to:
- iii. Alter or override policies of the National Executive
- iv. Make unilateral decisions on matters that have not been formally delegated by the National Executive
- v. Bind the Guild to commitments outside delegated authority
- vi. All substantive decisions remain the responsibility of the National Executive collectively.

d. Governance Principle

Good governance in this role means:

- i. Acting as a facilitator of collective decision-making
- ii. Leading with fairness, integrity, and transparency
- iii. Ensuring robust discussion while respecting Executive authority
- iv. Supporting the Executive Officer without interfering in operational management
- v. Representing the Guild externally in alignment with agreed policy and strategy
- vi. The President leads the Guild, but does so within the authority and direction of the National Executive.

4.3 Vice President

- a. Acts in place of the President when they are unavailable
- b. Works closely with the President to support national governance and strategic priorities

*** Good governance here means supporting the President, stepping in when needed, and helping maintain continuity, stability, and alignment across the Guild.**

4.4 Treasurer

- a. Oversees financial systems, reporting, and budgeting

- b. Ensures Guild finances are managed prudently on behalf of members
- c. Presents financial reports at the AGM
- d. Exercises governance-level oversight of the Guild's finances, including reviewing financial reports, monitoring budget performance, and liaising with the Executive Officer on financial matters. The Treasurer does not directly manage or supervise Guild employees.
- e. Ensures compliance with financial controls and reporting standards

*** A good Treasurer gives members confidence that their funds are being carefully and transparently managed.**

4.5 National Secretary

The National Executive appoints a consenting Officer from among its members to perform the role of National Secretary at its first meeting after each AGM.

The functions of the National Secretary may be delegated in accordance with Rule 17D of the Constitution.

4.6 National Executive Committee

- a. The National Executive is the governing body of the Guild and is collectively responsible for its strategic direction, financial stewardship, compliance, and long-term sustainability.
- b. The National Executive's role is to:
 - i. Provide leadership and strategic direction for the Guild
 - ii. Develop, approve, and uphold policies and procedures
 - iii. Monitor the Guild's systems, operations, and staff performance at a governance level
 - iv. Protect the Guild's assets, reputation, and institutional integrity
 - v. Hire and, where necessary, remove staff or contractors
 - vi. Form special committees or task forces when appropriate

4.6.1. Financial Stewardship and Solvency

The National Executive is responsible for ensuring the Guild remains in a strong and solvent financial position.

This includes:

- a. Approving the annual budget
- b. Monitoring performance against budget

- c. Taking whatever reasonable steps are necessary to protect the Guild's financial position
- d. Ensuring the Guild can meet its solvency obligations, including paying debts and meeting other commitments as they fall due
- e. Exercising prudent oversight of financial risk

4.6.2. Risk Management

- a. The National Executive must ensure that risks to the organisation and its activities are:
 - i. Identified
 - ii. Assessed
 - iii. Appropriately managed
 - iv. Regularly monitored
- b. This includes operational, financial, reputational, legal, and strategic risks.

4.6.3. Health and Safety Oversight

The National Executive must ensure the Guild:

- a. Protects the health and safety of its people
- b. Meets its obligations under the Health and Safety at Work Act 2015
- c. Maintains appropriate policies, reporting, and oversight mechanisms in relation to health and safety

4.6.4. Collective Responsibility

All powers of the National Executive are exercised collectively. Individual Officers have no authority to act independently unless that authority has been formally delegated.

4.6.5. Governance Principle

- a. Good governance at Executive level requires:
 - i. Strategic thinking and long-term planning
 - ii. Financial prudence and solvency awareness
 - iii. Active risk oversight
 - iv. Legal compliance
 - v. Collective decision-making
 - vi. Clear separation between governance and operational management

- b. The National Executive is accountable for ensuring the Guild remains legally compliant, financially sustainable, and aligned with its objectives.
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4.7 Branch Chairs

- a. Leads the Branch Committee
- b. Shares responsibility with the Branch Secretary for the branch's operations
- c. Chairs branch committee meetings and sets the agenda

*** Good governance here means leading fairly, encouraging participation, and ensuring branch decisions align with national priorities and Guild values.**

4.8 Branch Secretaries

- a. Shares responsibility for local branch administration
- b. Keeps accurate branch records, especially minutes
- c. Counts votes at meetings and helps organise meetings

*** Good governance at the branch level keeps local members engaged and informed.**

4.9 Branch Committees

- d. Serves as a two-way link between members and the National Executive
- e. Raises local issues and brings them to the national level
- f. Works in coordination with the National Executive
- g. Discusses and provides feedback on national matters
- h. Supports the nomination and election process for Branch Officers in accordance with Rule 18 of the Constitution.
- i. Organises branch events, meetings, and training

- * **Good governance at the branch level means staying connected to local members, keeping clear records, and feeding into national decisions.**
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4.10 Executive Officer

- a. The Executive Officer (EO) is the Guild's chief operational administrator and is responsible for the day-to-day management of the Guild.
- b. The Executive Officer reports to the National Executive through the President.
- c. The Executive Officer:
 - i. Manages the daily operations of the Guild
 - ii. Implements decisions and policies approved by the National Executive
 - iii. Provides regular operational and financial updates to the National Executive
 - iv. Oversees and manages Guild staff, including line management and performance oversight of the Accounts Assistant
 - v. Ensures financial transactions and accounting processes are administered appropriately
 - vi. Consults with Branch Chairs and Members across regions
 - vii. Maintains Guild records and the Members' register
 - viii. Manages Guild systems, communications, and workflows
 - ix. Prepares reports and documentation for the AGM
 - x. Represents the Guild in discussions with other industry groups where authorised
 - xi. Offers guidance and advice to Members on Guild matters
 - xii. Liaises with productions and may advocate on behalf of crews
 - xiii. Processes applications for letters of non-objection for work visas
- d. **Management Structure**
 - i. The Accounts Assistant reports directly to the Executive Officer. All operational supervision, workload direction, and performance management of staff sit with the Executive Officer.
 - ii. Financial oversight remains a governance responsibility of the Treasurer and National Executive; however, this oversight does not extend to direct management of staff.
- e. **Governance Principle**
 - i. Good governance in this role requires:
 - 1. Clear separation between governance oversight and operational management
 - 2. Consistent communication with the National Executive
 - 3. Accurate and transparent reporting
 - 4. Professional administration of Guild systems and finances

5. Supportive and accountable staff leadership

- ii. The Executive Officer is accountable for operational delivery, while the National Executive retains collective governance responsibility.

5. Membership

- a. The Screen Guild is a member-led organisation. We exist to support and represent the people who work in Aotearoa's screen industry. Our strength comes directly from member participation, engagement, and collective voice.
- b. Good governance in membership means being open, fair, transparent, and inclusive — and making sure members understand both their rights and responsibilities.

5.1. Becoming and Remaining a Member

In accordance with the Constitution and the Incorporated Societies Act 2022:

- a. All Members must complete a membership application form.
- b. Members must keep their contact details and relevant information up to date.
- c. The Guild must maintain an accurate and up-to-date Membership Register.
- d. The Membership Register is maintained by the Guild and records the information required by law. It is used to ensure proper voting rights, communications, and compliance with statutory obligations.

5.2. Member Responsibilities

- a. Members are expected to meet the requirements set out in Clause 12A of the Constitution, including complying with the Constitution, rules, and any lawful decisions of the Guild.
- b. Members are also encouraged to:
 - i. Work under the terms of the Blue Book and promote its use in productions
 - ii. Advocate for safe working environments using ScreenSafe guidelines
 - iii. Act professionally and uphold ethical standards in the industry
 - iv. Report unsafe, unfair, or abusive behaviour so the Guild can assist
 - v. Refrain from making public statements on behalf of the Guild unless authorised

- vi. Attend branch meetings and AGMs and participate in voting
 - vii. Take part in Guild surveys, training, networking, and events
 - viii. Make use of Guild resources and member benefits
 - ix. Support Guild communications
 - x. Encourage other crew to join
 - xi. Consider standing for a Branch Committee or volunteering
- c. You do not need to contribute in a large way to make a difference — every member strengthens the Guild.
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5.3. Governance Principle

- a. Membership carries both rights and responsibilities.
 - b. The Guild exists to serve its Members, and Members help shape the Guild through participation, feedback, and engagement.
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6. Meetings

- a. Meetings are where Guild business is discussed, decisions are made, and accountability is exercised. Good governance means meetings are prepared properly, run fairly, and recorded clearly.
 - b. Meetings must follow the Constitution, comply with ISA 2022, and respect Members' time.
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6.1. National Executive Meetings

The National Executive is responsible for governance of the Guild and must meet regularly to discharge its duties.

a. Frequency and Annual Calendar

- i. As an adopted governance standard, the National Executive will normally meet no fewer than four (4) times per year. Additional meetings may be held whenever required.
- ii. At the beginning of each calendar year, the Executive will agree and publish a schedule of regular meeting dates.
- iii. While individual availability will be considered, the overall needs of the Executive will prevail in setting dates.

- iv. Additional meetings may be called as required, with as much notice as reasonably possible.
- v. Only formal, minuted meetings where quorum is met count toward this requirement.

b. Calling and Chairing Meetings

- i. Meetings are called by the President.
- ii. The President chairs meetings.
- iii. If the President is unavailable, the Vice President chairs.
- iv. The National Executive has sole authority over its agenda, exercised through the Chair.
- v. Any Officer may request an item be added to the agenda through the Chair. The agenda is set by the President in consultation with the Executive Officer.

c. Attendance

- i. The Executive Officer has the right to attend normal National Executive meetings in order to discharge their responsibilities.
- ii. Guild employees or contractors may attend where requested by the National Executive in consultation with the Executive Officer.
- iii. The National Executive may meet without management present where appropriate (see In-Committee Meetings below).

d. Quorum

- i. Quorum for a National Executive meeting is the President or Vice President—or their nominated alternative—plus three other National Executive members.
- ii. No business may be transacted unless that quorum is present.

e. Standing Agenda Requirements

- i. At each normal meeting, the National Executive will consider:
 - 2. An operational report from the Executive Officer
 - 3. A financial report presented by the Treasurer, with further detail provided by the Executive Officer
 - 4. Reports on Guild activities and branch updates
 - 5. A health and safety report (where applicable)
 - 6. Any major risks, issues, or opportunities
 - 7. Proposals for significant expenditure or new projects

f. Annual Governance Responsibilities

- i. At intervals of not more than one year, the National Executive will:
 - 1. Review Guild goals and strategic direction
 - 2. Approve strategies and operating plans
 - 3. Approve the annual budget
 - 4. Review and approve annual financial statements and audit requirements
 - 5. Review risk management policies, insurance coverage, compliance systems, and the Guild's ability to meet its solvency obligations and pay debts as they fall due.
 - 6. Review and update Guild policies
 - 7. Review National Executive composition and succession planning
 - 8. Review the Executive Officer's performance
 - 9. Approve the annual work plan for the coming year

g. Decision-Making

- i. Executive discussions should be open, respectful, and constructive. Differences of opinion are healthy and encouraged.
- ii. The Chair will seek consensus where possible. If consensus cannot be reached, a vote may be called.
- iii. If a vote is tied:
 - 1. The Chair does not have a casting vote.
 - 2. The motion is lost.
- iv. All Executive discussions are confidential unless:
 - 1. The Executive resolves otherwise, or
 - 2. Disclosure is required by law.

h. Records

- i. Minutes of all National Executive meetings must be taken, circulated to all National Executive Officers, and securely retained as part of the Guild's official records.
- ii. Minutes form part of the Guild's statutory record-keeping obligations under the Incorporated Societies Act 2022 and must be retained in accordance with statutory requirements.

i. In-Committee (Closed) Meetings

- i. The National Executive may hold in-committee meetings where only National Executive Officers (excluding management) attend.
- ii. These meetings:
 - 1. Follow normal meeting procedures
 - 2. Have minutes taken

3. Have those minutes stored separately in a secure location accessible only to the Executive
- iii. In-committee meetings should be used carefully and only where necessary.
- iv. Typical reasons include:
 1. Discussion of Executive Officer performance or remuneration
 2. Consideration of a complaint against the Executive Officer or an Officer
 3. Addressing unhealthy Executive dynamics
 4. Leadership structure changes
 5. Other matters requiring strict confidentiality
- v. Wherever possible, the Executive Officer should be included in discussions relating to Guild operations.

Good governance at Executive level means disciplined oversight, financial prudence, risk awareness, and collective responsibility.

6.2 Branch Committee Meetings (Officers only)

Branch Committee Meetings are meetings of the elected Branch Committee members. They are governance meetings and are not open to general Members.

a. Purpose

- i. Branch Committee Meetings exist to:
 1. Plan and oversee branch activity
 2. Implement Guild strategy at regional level
 3. Manage branch communications and engagement
 4. Escalate matters to the National Executive where required
- ii. Branch Committees must operate within the authority granted by the Constitution and National Executive.

b. Notice and Preparation

- i. At least seven (7) days' notice must be given to all Branch Committee members. A meeting may be held without that notice only where all voting Committee members are present and unanimously agree to transact the business of the meeting.
- ii. An agenda should be circulated in advance.
- iii. Only business listed on the agenda may be resolved.

c. Quorum

- i. Quorum for a Branch Committee Meeting is:
 - 1. For a branch with 50 or fewer Members: the Branch Chair plus two (2) Committee members.
 - 2. For a branch with more than 50 Members: the Branch Chair plus three (3) Committee members.
- ii. No decisions may be made without quorum.
- iii. If the Chair is more than ten (10) minutes late, those present may appoint a temporary Chair.

d. Voting

- i. Only elected Branch Committee members may vote.
- ii. Proxy voting does not apply to Branch Committee Meetings.
- iii. Decisions are made by majority vote.
- iv. If votes are tied, the Chair does not have a casting vote and the motion is lost (unless otherwise provided in the Constitution).

e. Records

- i. All Branch Committee Meetings must be minuted.
- ii. Minutes must record attendance, motions, voting outcomes, and action points.
- iii. Minutes should be confirmed at the next Committee Meeting.

f. Escalation

- i. Branch Committees must consult with or refer matters to the National Executive before making decisions that:
 - 1. Affect national policy
 - 2. Create financial commitments beyond branch authority
 - 3. Expose the Guild to legal or reputational risk

Good governance at Committee level means disciplined decision-making within delegated authority.

6.3 Branch Meetings (Members)

Branch Meetings are meetings of Members within a region. They are open to all eligible voting Members of that branch.

These meetings are for engagement, discussion, and, where appropriate, Member voting.

1. Purpose

1. Branch Meetings exist to:
 1. Provide updates on Guild activity
 2. Hear Member concerns and ideas
 3. Consider motions within branch authority
 4. Conduct elections (where applicable)

2. Notice and Preparation

1. At least seven (7) days' notice should be given to Members.
2. The agenda must be circulated with the notice.
3. Any Member wishing to propose a motion should submit it in writing prior to the meeting to allow inclusion on the agenda.
4. Only the business specified in the notice of the Branch Meeting may be resolved. Unnotified business may be discussed but no binding decisions may be made.

3. Quorum

1. Branch Meeting quorum is as provided in the Constitution and must be confirmed at the beginning of the meeting.
2. No binding decisions may be made without quorum.
3. If the Chair is more than ten (10) minutes late, those present may appoint a Chair to proceed.

4. Voting and Proxies

1. Voting is limited to eligible voting Members of that branch.
2. Proxy voting is permitted at Branch Meetings in accordance with the Constitution.
3. Proxy forms must be issued with the meeting notice and received by the stated deadline prior to the meeting.
4. Proxy voting does not apply to Branch Committee Meetings.
5. Branch Meetings must not pass resolutions that contradict the Constitution or national policy.

5. Records

1. All Branch Meetings must be minuted. Minutes must clearly record:
 1. Attendance
 2. Motions and who moved/seconded them
 3. Voting outcomes
 4. Any matters referred to the National Executive

6. Governance Principle

1. Branch Meetings are a forum for Member voice and regional input. Branch Committees are responsible for governance decisions within delegated authority.
 2. Clear separation between these two meeting types protects fairness, transparency, and constitutional compliance.
-

6.4 General Meetings (AGM or SGM)

- a. General Meetings are formal meetings of Members held in accordance with the Constitution. They include the Annual General Meeting (AGM) and any Special General Meeting (SGM).
 - b. General Meetings are where Members exercise their voting rights and where major Guild decisions are formally made.
 - c. Good governance requires General Meetings to be properly notified, constitutionally compliant, transparent, and accessible to all eligible Members.
-

6.4.1. Annual General Meeting (AGM)

a. Purpose of an AGM

The Annual General Meeting (AGM) is the Guild's main annual accountability meeting. Its purpose is to:

1. Report to Members on Guild activity and performance
2. Present and approve the annual financial statements
3. Receive the Ballot Officer's announcement and certification of the results of the national Officer elections conducted before the AGM.
4. Consider properly notified motions
5. Provide Members with the opportunity to ask questions and participate in Guild governance

b. AGM Rules:

1. The AGM must be held within six (6) months of the end of the Guild's financial year.
2. At least twenty-eight (28) days' notice must be given to Members.
3. The notice must include the agenda and all supporting documentation.

4. Proxy forms must be issued with the notice in accordance with the Constitution.
5. Proxy voting closes twenty-four (24) hours prior to the meeting (unless otherwise specified in the Constitution).
6. Only the business specified in the notice of the AGM may be resolved. Unnotified matters may be discussed but no binding decisions may be made.

c. Quorum – AGM

Quorum for an AGM is:

1. The Chair plus sixteen (16) Members.
2. No business may be conducted unless quorum is present.
3. If the Chair is more than ten (10) minutes late, Members present may appoint a Chair to proceed.

d. Structure of the AGM

The AGM has **two** parts:

1. a national section involving ALL Members, and
2. a branch-specific section for Members of their specific branches only. The minutes must clearly show this split.

Details as below:

1. National Section - ALL Members:

a. Prior to AGM:

1. Receive and review reports from the President, Treasurer and Executive Officer
2. Review the financial report for the prior year generated by the Association Accountant
3. Vote in the national level elections (President, Vice President, Treasurer)
4. Review any national level motions
5. Participate in other national-level business

b. During AGM:

1. Approve the minutes of the previous AGM by motion
2. Approve reports from the President, Treasurer and Executive Officer by motion
3. Approve the financial report for the prior year generated by the Association Accountant by motion
4. Vote on any national level motions

5. Participate in other national-level business

2. Branch Section - Branch Members:

a. Prior to AGM:

1. Elect the Branch Chair and Branch Committee members remembering that:
 - i. Each Branch Chair automatically becomes a member of the National Executive.
2. Elect the Branch Secretary.
 - i. Each Branch Secretary is offered membership of the National Executive.
 - ii. If the Branch Secretary declines, the branch elects another Branch Committee member to fill that position.
3. In addition, each branch may elect one (1) further Branch Committee member to the National Executive.

e. Post-AGM Branch Discussion -- (in provided break-out rooms if meeting held online):

1. Branches may hold a separate Branch Meeting immediately following the AGM to discuss local matters. This is distinct from the formal AGM business and must be minuted separately.
2. Branches must minute the Branch-level post-AGM meeting discussions.

6.4.2. Special General Meeting (SGM)

a. Purpose of an SGM

1. A Special General Meeting (SGM) is a General Meeting called outside the AGM cycle to deal with specific, urgent, or time-sensitive matters that cannot reasonably wait until the next AGM.

b. An SGM may be called by:

- i. The National Executive, or
 - ii. Members, in accordance with the Constitution.
1. Notice requirements must comply with the Constitution.
 2. Proxy voting applies to SGMs in accordance with the Constitution.

c. Restriction on SGM Business

1. An SGM may only consider and decide the specific business for which it was called.

2. No other business may be introduced, discussed for resolution, or voted upon at an SGM unless it is directly related to the purpose stated in the meeting notice.
3. This ensures fairness to Members and compliance with constitutional notice requirements.

d. Quorum – SGM

Quorum for an SGM is:

1. The Chair plus three (3) Members.
2. No business may be conducted unless quorum is present.
3. If the Chair is more than ten (10) minutes late, Members present may appoint a Chair to proceed.

e. SGM Rules:

1. Members must receive **at least seven (7) days'** notice of an SGM. Longer notice should be provided wherever reasonably practicable.
 2. The notice must include the agenda and all supporting documentation.
 3. Proxy forms must be issued with the notice in accordance with the Constitution.
 4. Proxy voting closes twenty-four (24) hours prior to the meeting (unless the Constitution states otherwise).
-

6.4.3. Meeting Format: Online, In Person, or Hybrid

- a. General Meetings (AGM or SGM) may be held:
 5. Online (e.g., via video platform),
 6. In person, or
 7. As a hybrid meeting,
 - b. provided that:
 1. Members can participate fairly,
 2. Voting can be properly conducted (including proxy voting where permitted), and
 3. Quorum can be accurately established and recorded.
-

6.4.4. Governance Principle

- a. Good governance at General Meetings means:

4. Proper notice
 5. Clear purpose
 6. Equal access to voting (including proxy voting where permitted)
 7. Transparent reporting
 8. Accurate recording of decisions
- b. An AGM ensures annual accountability.
 - c. An SGM ensures urgent matters are dealt with properly and fairly — and only for the purpose for which the meeting was called.

7. Meeting Best Practice (Governance Guidance)

The following principles support good governance and are intended as best practice guidance. They supplement, but do not replace, the constitutional requirements set out in Section 6.

Running meetings well ensures decisions are fair, members feel respected, and records are reliable.

7.1 Good Meeting Practice

- a. Except where the Constitution requires longer notice (e.g., AGM), the following practices are recommended:
 1. Circulate the agenda at least 7 days prior to the meeting
 2. Provide supporting documents in advance where possible
 3. Start and finish meetings on time
 4. Confirm quorum at the beginning
 5. Record attendance and apologies clearly
 6. Approve previous minutes by formal resolution
 7. Address matters arising early in the meeting
 8. Consider financial and compliance matters as a priority
 9. Allow General Business at the end, at the Chair's discretion
 10. Ensure minutes clearly record decisions, actions, and responsible persons
 11. Confirm minutes at the next meeting
- b. General Business may be raised and discussed, time permitting. Substantive decisions should ordinarily be deferred until Members have received proper notice, subject to the requirements of the Constitution.
- c. Good governance means efficient, inclusive, and well-documented meetings.

7.2 Recommended Meeting Frequency

- a. To maintain effective oversight and representation:
 1. The National Executive should meet no fewer than four (4) times per year (as required in Section 6).
 2. Each Branch Committee is recommended to meet at least three (3) times per year.
 3. At least one Branch Committee Meeting should occur prior to the AGM to prepare nominations and branch business.
 - b. Only formal, minuted meetings where quorum is established count toward these expectations.
 - c. Informal discussions, planning sessions, or ad hoc catch-ups do not replace formal meetings and must not be used to make binding decisions.
 - d. Meetings may be conducted in person, online, or in hybrid format, provided quorum and proper record-keeping requirements are met.
-

8. Chairing Best Practice

8.1. A good Chair creates a balanced, respectful environment where all voices can be heard—but the meeting still stays focused and productive. Here's how:

- a. Keep discussion respectful—no interrupting, dominating, or personal attacks
 - b. Allow space for quieter attendees to contribute
 - c. Discourage side conversations or repetition
 - d. Summarise key points to keep discussion on track
 - e. Be clear about whether the item needs a decision, a consensus, or is just being noted
 - f. Ensure financial motions or proposals involving expenditure are voted on
-

8.2. Types of Decisions

- a. **Motions:** Require a proposer and seconder. The Chair then calls for votes ('all in favour', 'against'). If no opposition, the decision can be recorded as “unanimously passed.”
- b. **Consensus:** For more open topics, the Chair may guide the group to a shared agreement. Record in minutes as: *“The following consensus was reached...”*
- c. **Noted Items:** Sometimes no decision is needed. Record as: *“Noted by the committee.”*

Tip: A Chair should keep a copy of the Constitution and this Governance Guide handy to check procedures if needed.

9. Minutes

a. Accurate minutes create transparency and an official record of what's been decided. Minutes do not need to record full conversations—just the outcomes and who is responsible for what.

b. What to Include:

- i. Meeting title, date, time, and venue
- ii. Names of attendees and apologies
- iii. Chair and minute-taker names
- iv. Each agenda item, the decisions made, and actions agreed (including who will do them and by when)
- v. A short summary of any issue not covered in the agenda (if necessary)
- vi. Time and location of the next meeting (if known)

*** Good minutes are clear, neutral, and action-focused—ensuring continuity and accountability.**

10. Elections and Voting

a. Fair and open elections are a cornerstone of good governance. All Members holding elected Committee Member roles are considered to be Officers of the Screen Guild. The Screen Guild follows these steps:

- i. Nominations for officer roles open 8 weeks prior the AGM and close at 4 weeks prior to AGM
- ii. Voting is conducted online and may be organised or staggered into phases during the four weeks before the AGM. Eligible voting Members must have at least seven (7) days in which to vote for each Office, and all election phases must conclude no later than seven (7) days before the AGM.
- iii. Only Ordinary Members and Life Members may vote in Officer elections. All nominees must satisfy the nomination requirements in Rule 18H and the Officer eligibility requirements in Rule 19 of the Constitution.
- iv. Associate Members or subscribers to services offered by the Screen Guild do not have voting rights, in line with The Screen Industry Workers Act 2022 (SIWA) and the Constitution

- b. Members who spend more than 50% of their professional life working as engagers** are not permitted to vote in line with the definitions under The Screen Industry Workers Act 2022 (SIWA) as follows:
- i. Engagers are considered to be anyone working as a Producer or Executive Producer
 - ii. Line Producer's are **not** considered to be engagers and **may** vote unless they manage, or are a member of any engager organisation
- c. Members who manage or are a member of any registered Engager Organisation** are not permitted to vote:
- i. An Engager Organisation is considered to be any registered organisation who's purpose is to represent any person (or organisation) considered to be an engager
- d. Proxy voting** is available for eligible Members at General Meetings and Branch Meetings where permitted under the Constitution. Proxy voting does not apply to National Executive or Branch Committee Meetings.(Proxy forms must be submitted 24 hours before the meeting)
- e. A Ballot Officer** (neutral person) oversees and announces the results
- i. A Ballot Officer is an independent person appointed by the National Executive to oversee and manage the integrity of internal elections or secret ballots held by the Society. Eg: a Project Manager employed by the association, or the information technology (I.T) provider
 - ii. The Ballot Officer must **not** be eligible to vote in the election or ballot they are overseeing. This ensures impartiality and avoids any conflict of interest
- * Good governance here means transparency, equal opportunity to stand, and confidence in the process.**
-

11. Finance and Risk Oversight

- a.** Looking after Guild money is a serious responsibility. The National Executive acts as the financial guardian of the Guild on behalf of its Members.
- b.** Good governance in finance and risk means:
 - i. Ensuring the Guild has an approved annual budget.
 - ii. Monitoring financial performance against the approved budget throughout the year.
 - iii. Spending funds wisely and only with proper delegated approval.
 - iv. Maintaining clear written delegations of authority for expenditure.
 - v. Ensuring all expenditure over \$200 requires two levels of approval in accordance with delegated authority.
 - vi. Keeping accurate, complete, and up-to-date accounting records.

- vii. Producing annual financial statements for review and approval at the AGM.
 - viii. Triggering an audit if required under the Constitution, including where 10% of Members request it.
 - ix. Implementing suitable fraud identification, prevention, and mitigation processes.
 - x. Identifying and managing financial risks to the Guild.
 - xi. Investing surplus funds conservatively and only through reputable financial institutions or investment channels.
 - xii. Maintaining an operational reserve equivalent to at least three (3) months of average operating expenditure to protect the Guild's stability.
- c. The Treasurer presents financial information to the National Executive, but all National Executive Officers share collective responsibility for financial oversight.
 - d. The National Executive must ensure the Guild remains solvent and able to meet its obligations as they fall due, and must act at all times in the best financial interests of the Members.
 - e. Good governance in this area means prudence, transparency, accountability, and forward planning.
-

12. Communication and Conduct

The way Guild Officers communicate and conduct themselves matters. Officers are entrusted with representing the Guild and must do so with professionalism, integrity, and care.

12.1. Spokesperson Authority

- a. No Officer, Branch Committee member, or Member may make public statements on behalf of the Guild without formal approval from the National Executive.
- b. The role of Guild spokesperson is usually delegated to:
 - i. The President; and
 - ii. The Executive Officer (for routine operational matters).
- c. Only authorised spokespersons may:
- d. Represent the Guild publicly;
- e. Speak to media;
- f. Issue official statements;
- g. Comment publicly on Guild policy or internal matters.
- h. Officers must not imply Guild endorsement of personal views.

12.2. Professional Conduct

All Officers must:

- a. Act professionally, respectfully, and in accordance with the Guild's Code of Conduct.
- b. Follow Guild policies relating to media, social media, privacy, confidentiality, and information sharing.
- c. Refrain from public commentary that may undermine Guild decisions or damage the Guild's reputation.
- d. Respect collective decisions of the National Executive, even where they personally disagreed during deliberations.
- e. Internal discussions remain confidential unless disclosure is authorised by the National Executive or required by law.

12.3. Governance Principle

- a. Good governance in communication means clarity, consistency, and accountability.
- b. Members should always feel safe, informed, and respected by their Guild leaders.

13. Complaints and Grievances

- a. The Screen Guild is committed to maintaining a fair, respectful, and accountable governance environment.
- b. All complaints and grievances relating to Guild governance, Officers, employees, volunteers, or activities must be handled promptly, fairly, and in accordance with the law.
- c. Good governance requires that concerns are taken seriously, managed consistently, and resolved through a transparent and principled process.

13.1 Scope

- a. This section applies to complaints concerning:
 - iii. National Executive Officers
 - iv. Branch Committee Members
 - v. Guild employees or contractors
 - vi. Governance processes or decisions
 - vii. Conduct that may breach the Constitution, policies, or Code of Conduct

- b. This section does not replace statutory employment processes where employment legislation applies.
-

13.2 Core Principles

All complaints must be handled in accordance with the following principles:

- a. **Fairness** – All parties must have a reasonable opportunity to present their position and respond to allegations.
 - b. **Natural Justice** – Decisions must be impartial and based on evidence.
 - c. **Confidentiality** – Information must be shared only with those who need to know.
 - d. **Timeliness** – Complaints must be addressed without unnecessary delay.
 - e. **Proper Record-Keeping** – Accurate records must be maintained securely.
 - f. **Proportionality** – The response must be appropriate to the seriousness of the issue.
-

13.3 Lodging a Complaint

- a. Complaints must be submitted in writing to:
 - i. The President, or
 - ii. If the complaint concerns the President, to the Vice President or another designated Officer.
 - b. Where appropriate, complaints may be submitted through the Executive Officer for administrative processing.
-

13.4 Acknowledgement and Initial Response

Upon receipt of a written complaint:

- a. The complaint must be acknowledged within five (5) working days.
 - b. The acknowledgement will outline:
 - c. The process that will be followed
 - d. The expected timeframe for investigation
 - e. The person responsible for managing the matter
-

13.5 Investigation Process

- a. The National Executive (or delegated Officers) will determine how the complaint will be managed.
- b. A person or panel may be appointed to investigate the matter.
- c. The respondent must be informed of the complaint and given a reasonable opportunity to respond.
- d. The complainant will receive a progress update at least once every seven (7) days where the matter remains ongoing.
- e. A decision should be communicated as soon as reasonably practicable and, where possible, within one (1) month of receipt of the complaint.

Where additional time is required due to complexity, parties will be informed of the revised timeframe.

13.6 Mediation

- a. At any stage of the process, either party may request independent mediation.
- b. The National Executive may also determine that mediation is an appropriate and constructive pathway for resolution.
- c. Mediation is voluntary unless otherwise agreed by both parties.

13.7 Complaints Concerning the Chair or an Officer

- a. If a complaint concerns:
 - i. The President, the Vice President will oversee the process.
 - ii. The Vice President, another senior Officer may be appointed.
 - iii. Multiple Officers, the remaining National Executive members will determine an appropriate independent process.
- b. Where necessary, the National Executive may co-opt an independent person to assist with investigation or resolution.

13.8 Complaints Involving Employees

- a. Where a complaint involves a Guild employee:
 - i. The Guild must comply fully with all applicable employment legislation.
 - ii. Any disciplinary or grievance process must follow proper employment procedures.
 - iii. The National Executive must ensure that legal obligations relating to procedural fairness are strictly observed.
- a. Nothing in this Governance Guide overrides employment law.

13.9 Record-Keeping and Confidentiality

- a. A written record of the complaint, investigation process, and outcome must be kept.
 - b. Records must be stored securely in accordance with privacy and data protection requirements.
 - c. Access to complaint records is limited to those with governance or legal responsibility for the matter.
-

13.10 Governance Principle

- a. Effective complaints handling strengthens trust, accountability, and integrity within the Guild.
 - b. The purpose of this process is not to punish disagreement, but to ensure concerns are addressed fairly, respectfully, and in a manner consistent with the Guild's Constitution, legal obligations, and values.
-

14. Compliance and SIWA Alignment

The Screen Industry Workers Act 2022 (SIWA) gives The Screen Guild certain legal rights and responsibilities. Good governance includes:

- a. Staying independent from employers or engager groups
- b. Following correct processes for secret ballots when starting or approving collective contracts
- c. Acting lawfully and transparently at every stage inline with it's registration as a Worker Organisation

*** Good governance here means transparency, equal opportunity to stand, and confidence in the process.**

15. SIWA & Your Rights as a Guild Member

Screen Industry Workers Act 2022 (SIWA) – Quick Summary for SIGANZ Members

15.1 What is SIWA?

The **Screen Industry Workers Act 2022 (SIWA)** is the law that governs working relationships in the screen industry. It protects freelance and contractor crew in a way that's similar to employees—by setting fair standards and enabling collective representation.

15.2 What The Screen Guild Can Do Under SIWA:

As a **Registered Worker Organisation**, The Screen Guild can:

- a. Represent its members in **collective contract negotiations**
 - b. Engage in **dispute resolution** on your behalf
 - c. Help enforce fair pay, health and safety, and working condition standards
 - d. Advocate independently of engagers or employers
-

15.3 Your Rights as a Member:

- a. Be represented in **negotiations and disputes**
 - b. Vote in **secret ballots** on collective contract issues
 - c. Report concerns about unsafe, abusive, or unfair conditions to The Screen Guild
 - d. Expect the Guild to act independently of any engager/employer
-

15.4 Who Cannot Vote:

- a. Anyone who is an **engager or employer** cannot vote on Screen Guild matters (including elections or contract ratifications)
 - b. The Screen Guild protects the independence of worker representation by maintaining a strict boundary between crew and those who hire them
-

15.5 Want to Read More?

- a. **The Screen Guild Constitution (2025)**
www.screenguild.co.nz/screen-guild-files/current-constitution---23-september-2025
- b. **Screen Industry Workers Act 2022 (SIWA)** – Full Legislation:
<https://www.legislation.govt.nz/act/public/2022/0052/latest/LMS230343.html?search=ta+act%40act+S+ac%40ainf%40anif+an%40bn%40rn+25+a&p=1>

This section is a general summary only. For specific issues, please contact the Executive Officer or your Branch Chair.

16. Conclusion

- a. Strong governance is what keeps The Screen Guild running fairly, professionally, and with integrity. Whether you're on a committee or a member participating in meetings, your involvement helps shape the Guild.
- b. This guide is here to keep us all on the same page and to make sure we serve members in the best way possible—now and into the future.

- c. Constitutional Authority**

In the event of any inconsistency between this Governance Guide and the Constitution of the Screen Industry Guild, the Constitution shall prevail.

***Approved by The Screen Industry Guild Aotearoa Inc. National Executive Committee
– February 2026***