

## APPENDIX “A”

### PETITION TO AMEND THE ACTRA CONSTITUTION - ARTICLE 6

#### Re: Requirement for Quarterly Unaudited Financial Statements

We, the undersigned members of ACTRA in good standing, hereby petition the **ACTRA National Council and UBCP/Actra Executive Board** to initiate a referendum to amend the ACTRA Constitution to enhance financial transparency and accountability by requiring the regular release of unaudited quarterly financial statements to the membership, as follows:

#### Grounds for Seeking the Amendment

- This amendment seeks to improve transparency and member oversight by providing regular, timely financial updates throughout the year. Quarterly unaudited financial statements will allow members to be better informed about the financial health and decision-making of both ACTRA National and its Branches, while preserving the existing requirement for full annual audited financial statements. This is a standard practice in member-driven and democratic organizations, and it supports ACTRA's commitment to openness and accountability.

#### Question to be Voted On:

*To support amending the ACTRA Constitution to require quarterly unaudited financial statements to be provided to members, ensuring regular financial transparency and accountability?*

#### Proposed Amendment to the ACTRA Constitution

Add a new section under Article 6 –Authority of the ACTRA National Council and make corresponding additions under Article 5 –Branches and Administrative Centres and to come into force immediately:

#### **NEW Section 606 –Quarterly Financial Reporting to Members**

- a) **ACTRA National shall prepare and provide to all members in good standing unaudited financial statements on a quarterly basis, including but not limited to:**
- **a detail statement of income and expenditures,**
  - **a balance sheet,**
  - **a schedule of accounts receivable and accounts payable, and**
  - **a summary of major financial activity or financial position changes.**

**These unaudited quarterly statements shall be distributed no later than thirty (30) days after the end of each fiscal quarter, and shall be made available through secure digital means (such as a members-only portal or official email distribution) and in print upon member request.**

- b) Each Branch/Local Union of ACTRA and UBCP/ACTRA shall similarly prepare and provide unaudited quarterly financial statements to its members in good standing, following the same standards and timelines as ACTRA National.
- c) Nothing in this section shall amend, remove, or replace the requirement for annual audited financial statements at either the national or branch level. The provision of quarterly unaudited financial statements shall be in addition to, not in lieu of, any audited annual reporting obligations currently required under the Constitution or By-Laws.

**SIGNATURES ON THE FOLLOWING ATTACHED PAGES**