



CCE FULL MEMBERSHIP BY-LAWS

1. Introduction

Any Associate Member of the CCE may apply for Full Membership when they feel they meet the criteria outlined in section 2 below. Periodically (after a term of no more than 3 years), there will be an application deadline (to be determined by the board), after which a jury of Full Members shall be convened to evaluate which applicants may be given the honour of Full Membership in the CCE, according to the process outlined in section 4 below.

2. Selection Criteria

In determining whether or not an applicant should be admitted to Full Membership, the jury shall have regard to the following criteria:

- i. the degree to which the applicant's skill as an editor is evident to, and recognized by editors and industry peers;
- ii. the quality of their full body of work as an editor, as exhibited over the course of their career, with consideration given to:
 - a. any recognized Canadian or international editing awards or nominations the applicant has received, and if their work has screened in major film festivals.
 - b. whether the applicant has edited enough content to make a significant and important contribution to their genre. While there shall be no minimum number of credits to apply for full membership, the applicant should normally have edited the equivalent of approximately six (6) feature films, or fifteen (15) hours of scripted or factual story-based television content, but it can be less for genres such as documentary or animation, where projects generally take longer to complete.
- iii. the willingness and ability of the applicant to:
 - a. advance the mission of the CCE (as stated in our mission statement). This can be a demonstrated commitment to mentoring emerging editors in Canada, service to the CCE, or general efforts to support and promote the pursuit of excellence in the Canadian editing community.
 - b. maintain a high degree of professionalism and a commitment to creative excellence in post production, in keeping with the high standards of the CCE.
- iv. The applicant must have been an Associate Member of the CCE for no less than three (3) consecutive years,
- v. The applicant must have a minimum of 72 months of experience as full editor working on industry-recognized content. The months need not be consecutive.

3. Applications

To apply for Full Membership, the applicant must fill out an application form and submit it to the CCE. The application shall include:

- i. a full credit list, demonstrating fulfillment of the 72 months of work required
- ii. video examples of their work as an editor, in a format specified by the board, with the following specifications:
 - a. The examples must include a minimum of two complete programs of industry-recognized significance (for example, feature or one hour long television program), and may include up to three additional clips of up to sixty (60) minutes in total duration.
 - b. The cumulative length of the examples must be greater than two (2) hours but less than five (5) hours.
 - c. Each clip must be from a program of industry-recognized significance.
 - d. Examples can be any combination of type (ie, one feature and one hour long television program, two features, etc).
 - e. Short films will be accepted, however, they should not normally make up the majority of the submitted content.
 - f. The applicant must have a full picture editing credit on every example. Associate editor or additional editing credits will not be acceptable, however, for animation projects, Leica or Animatic Editor credits will be acceptable.
- iii. a 200-300 word statement outlining why the applicant chose the examples in item ii. The statement should detail why they feel these pieces represent their full body of work and demonstrate their eligibility for full membership.
- iv. two letters of recommendation, one from an active Full Member of the CCE who has watched the applicant's work samples, and one from an industry professional who has observed the applicant in a professional context, but does not work in post production. For editors who frequently work in teams, the letter should reflect their contributions to the team.
- v. a 300-500 word statement outlining why they wish to be a full member, and why they feel they are eligible for full membership. The statement must:
 - a. demonstrate how they have contributed to the editing community in Canada (mentorship, service to the CCE, etc),
 - b. demonstrate the applicant's commitment to professionalism and excellence.
- vi. The applicant must submit a non-refundable application fee, in an amount set by the board from time to time, with their application. The amount of the fee must not be prohibitively expensive to applicants, as per the CCE's Equity and Inclusion Mandate.

4. Jury Process

After the application deadline, the CCE board and operations Manager shall convene a jury of at least seven (7) full members, from at least three (3) different regions of Canada to consider the applications. All applications received shall be examined by CCE staff to ensure the selection criteria under Section 2 (iv) & (v) (referred to as the "basic criteria") are met. Those that meet the basic criteria, or demonstrate exceptional achievement according to Section 2(i), (ii) & (iii), shall be forwarded to the jury for consideration. Those that are not forwarded to the jury shall be provided with a written statement indicating which requirements were not met. The jury shall have the discretion to waive the basic criteria in exceptional circumstances.

A jury established pursuant to these By-Laws is a "membership committee" as referenced in the part of Section 9 of By-Law No. 1 pertaining to "Full Members".

Rules governing the jury:

- i. The composition of the jury must reflect the equity/inclusion mandate of the CCE.
- ii. The jury must include at least one member who works in each type of work submitted (for example, if there is an applicant in animation, the jury must include at least one member in animation). In the event that an applicant submits an application or work samples in French, the jury must include at least one French-speaking member.
- iii. In the event that seven (7) jury members cannot be found that meet these criteria, the jury process shall be delayed until seven (7) eligible jury members can be found.
- iv. Names of jury members will not be revealed to the CCE membership prior to the evaluation of applications.
- v. The jury will meet at a date/time of their choosing to discuss and decide which applications meet the selection criteria for full membership, as listed in Section 2(i), (ii) & (iii), provided:
 - a. the jury's discussions shall remain confidential and will not be recorded in any format;
 - b. all decisions of the jury with respect to which applicants are eligible for full membership must be unanimous; and
 - c. In the event that the jury has any questions about any aspect of an applicant's application, they can request that the applicant be contacted for further clarification.
- vi. After deciding which applicants are eligible for full membership, the jury must present their decisions to the CCE board for ratification. The board shall normally accept all decisions of the jury, except in exceptional circumstances. If the board cannot accept the jury's decision with respect to a specific applicant(s), it may:
 - a. require a new jury be convened to re-assess the application(s); or
 - b. reject the application(s) for Full Membership.

vii. The jury must provide unsuccessful applicants with a short statement outlining why their application was rejected, and provide them with recommendations on what they can do to improve their application in the future.

5. Additional Notes

i. The selection criteria for full membership, the application process, and the jury process shall be clearly described on the CCE website.

ii. The CCE website shall also outline to potential applicants the responsibilities of Full Members that are contained in By-Law No. 1, if any, and amended from time to time.

iii. Unsuccessful applicants may re-apply for Full Membership in subsequent years.

iv. There shall be no maximum to the number of applications that can be considered in any given year. In the event that an overwhelming number of eligible applications are received, more than one jury may be convened.

v. The board shall review the Full Membership By-laws before the 2022 Annual General Meeting, and CCE members will be invited to submit their feedback (anonymously) on the new By-laws. Any potential changes generated from the review may be introduced through a regular motion at the 2022 AGM, at the conclusion of which this provision will be deemed to expire.