



IATSE LOCAL 891

International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada • British Columbia and the Yukon

BY-LAWS

OF

**INTERNATIONAL ALLIANCE OF THEATRICAL
STAGE EMPLOYEES,
MOVING PICTURE TECHNICIANS, ARTISTS
AND ALLIED CRAFTS**

IATSE LOCAL 891

AMENDMENTS APPROVED FEBRUARY 23, 2016

TABLE OF CONTENTS

| | |
|--|-----|
| ARTICLE 1: GENERAL | |
| Section 1 - Under Scale Wage | 1 |
| Section 2 - Change of Phone or Address | 1 |
| Section 3 - Senior Steward Granting Permits | 1 |
| Section 4 - No Qualified Members Available | 1 |
| Section 5- Stating Department/Position - Dispatch Availability | 1 |
| | |
| ARTICLE 2: EXPENSES | |
| Section 1 - Delegates | 1 |
| Section 2 - Expenses Paid | 1 |
| | |
| ARTICLE 3: STANDING COMMITTEES | |
| Section 1 - Good and Welfare Committee | 2 |
| Section 2 - Law and Legislative Committee | 2 |
| Section 3 - Audit Committee | 2 |
| | |
| ARTICLE 4: ALTERING & AMENDING | 3 |
| | |
| ARTICLE 5: ORDER OF BUSINESS | 3 |
| | |
| ARTICLE 6: STANDING RULES FOR MEETINGS | 3-4 |
| Section 1 - To Go Out Of Order | 3 |
| Section 2 - Motions on Floor | 3 |
| Section 3 - Verbal Reduced to Writing | 4 |
| Section 4 - When Members Speak | 4 |
| Section 5 - Standing Committees | 4 |
| Section 6 - Absence of President | 4 |
| Section 7 - Religious Subjects | 4 |
| Section 8 - Non-Members Attending Meetings | 4 |
| Section 9 - Recourse to Roberts Rules of Order | 4 |
| Section 10 - Question of Order | 4 |
| | |
| ARTICLE 7: WORKING RULES | 4-6 |
| Section 1 - Grievance Procedure | 4 |
| Section 2 - Employer Legally Unfair | 5 |
| Section 3 - Voluntary Services | 5 |
| Section 4 - Non-Receipt of Salary | 5 |
| Section 5 - Failure to Show for Work | 5 |
| Section 6 - Dispatch | 5 |
| Section 7 - Access to Test Results | 6 |

| | |
|---|-----|
| ARTICLE 8: I.A.T.S.E. MOVIE TECH TRUST AGREEMENT WORKING RULES | 6 |
| Section 1 - To Govern the Working Rules | 6 |
| | |
| ARTICLE 9: BASIS OF CHARGES | 7 |
| Section 1 - Violation of Constitution | 7 |
| Section 2 - Libelling, Slandering or Maligning of Persons | 7 |
| Section 3 - Abusive and/or Harassing Behaviour | 7 |
| Section 4 - Unbecoming Conduct | 7 |
| Section 5 - Bringing the Local into Disrepute | 7 |
| | |
| ARTICLE 10: BALLOTING | 7-8 |
| Section 1 - Balloting Procedures | |

BY- LAWS

ARTICLE 1: GENERAL

Section 1 – Under Scale Wage

Members working for less than the Local's scale of wages within the jurisdiction of the Local, shall be subject to disciplinary action upon investigation by the Good and Welfare Committee.

Section 2– Change of Phone or Address

Any member changing his or her place of residence or telephone number, shall notify the Corresponding Secretary within two weeks.

Section 3 – Senior Steward Granting Work Permits

The Senior Steward may be empowered to grant a work permit to a permittee as a Head of Department only after compliance of the procedure as stated in the Collective Agreement, and after receiving permission from the Chairperson of the Department concerned, and the Executive Board.

Section 4 – No Qualified Members Available

If there are no suitably qualified members available in any department, the Senior Steward shall seek qualified people from within the Union membership, if that is not possible, the Senior Steward shall seek non-members in accordance with the departmental list of qualified people.

Section 5 – Stating Department & Position for Dispatch Availability

When making themselves available for work through Dispatch, members shall notify dispatch for which department and or position they are making themselves available.

ARTICLE 2: EXPENSES

Section 1 – Delegates

Any member being appointed, elected or ordered to carry out any business pertaining to the Local, shall receive per diem and expenses equal to that in the British Columbia Collective Agreement for expenses incurred whilst on that business. Delegates who attend meetings concerning Business of the Local, whether in or out of town, shall be paid a maximum of eight hours for each meeting day at the applicable rates as established for the Executive Board under Article 3 of the Constitution. Non-Executive Delegates shall be paid a maximum of eight hours for each meeting day at the straight time crew rate.

Section 2– Expenses Paid

Expenses shall be paid by the Treasurer only if a receipt is tendered along with an explanation of such expenses.

ARTICLE 3: STANDING COMMITTEES

Section 1 - Good and Welfare Committee

The primary concern of the Good and Welfare Committee shall be the education, and good and welfare of the members of the Local. The committee shall administer to any and all problems or violations of the Constitution or By-Laws which may be presented by the Member-at-Large or any other member. This committee shall be autonomous in performing its duties and responsibilities, subject to Article 16 of the International Constitution.

The committee may make recommendations. If a problem is not resolved by the committee, the committee may request legal counsel, and such request shall not be unreasonably denied.

The chairperson of the committee shall attend Executive Committee meetings and may be required to report on committee business.

The Good and Welfare Committee's autonomous responsibilities shall include, but not be limited to:

- i. Charitable donation recipient criteria and selection
- ii. Selection of trial board members and conduct of trials
- iii. Scholarship application criteria, application review and selection of recipients
- iv. The Good & Welfare Committee shall be responsible for the introduction and continued education of all members. The committee shall have an annual budget allocated for courses in order to introduce members to the understanding of the Constitution and By-Laws of the International and Local 891 and the importance of involvement within Local 891, as well as the teachings of Parliamentary Procedure, and appropriate democratic decorum as well as an explanation of the legislation around the Labour Code and the Humans Rights Code. The attendance at departmental meetings and internal requirements of departments within Local 891 shall be emphasized as well as the encouragement and commitment for the betterment of Local 891 and trade unionism as a whole. Frequent workshops and courses shall be scheduled.

Section 2 - Law and Legislative Committee

The Law and Legislative Committee will handle all legal matters pertaining to the Local. When any part of the Constitution or By-Laws is altered, the Committee will approve same as to its legality, taking into account the Constitution and By-Laws of the International, the Constitution and By-Laws of the Local, and Federal and Provincial Laws and Acts.

Section 3 - Audit Committee

The Audit Committee shall regularly audit the books of the Local; a written report of such audits will be presented to the Local at the regular meeting following the completion of said audit.

ARTICLE 4: ALTERING & AMENDING

No part of these By-Laws shall be repealed, amended, altered or annulled unless a written Notice of Motion of such intent by a member in good standing, and seconded by a member in good standing is published in the monthly newsletter to the membership as a 1st reading preceding any action. The second reading shall take place at a regular general meeting. If there is no quorum at the meeting, the motion shall be published in the monthly newsletter as a second reading. At the following General Meeting, the question shall be debated, ratified by a two-thirds majority vote of those present. If there is no quorum, a mail out ballot shall follow with the next published newsletter, and shall be passed by a two-thirds majority of ballots cast. All Notices of Motion shall be reviewed by the Law and Legislative Committee after the first reading.

ARTICLE 5: ORDER OF BUSINESS

1. Opening of Meeting
2. Initiations
3. Reading of Minutes
4. Business Arising out of Minutes
5. Report of the Business Representative
6. Communications
7. Report of the Treasurer
8. Report of Delegates
9. Report of Committees
10. Report of Departmental Meetings
11. Nominations and Elections
12. Proposal of Candidates and Balloting
13. Unfinished Business
14. New Business
15. Good and Welfare
16. Adjournment

ARTICLE 6: STANDING RULES FOR MEETINGS

Section 1 – To Go Out of Order

No business shall be taken up except in the order prescribed unless, on motion, such irregularity shall be sanctioned by a majority of the members present.

Section 2 – Motions on Floor

No motion shall be received or laid before the Local unless moved by two members, nor opened for discussion unless stated by the presiding Officer. When a question is before the Local no other motion shall be in order, except: first, to adjourn, second, to lay on the table, third, the previous question, fourth, to postpone, fifth, to refer, sixth, to amend, which motions shall have precedence in the order in which they are arranged. The first three shall be decided without debate. The fourth shall also be decided without debate, unless it is proposed to postpone to a definite period, in which case it shall be debatable.

Section 3 – Verbal Reduced to Writing

The mover of any verbal proposition shall, upon request of the chair or two or more members, reduce it to writing.

Section 4 – When Members Speak

When members speak, they shall rise and address the presiding Officer, confining themselves strictly to the question under consideration. A member shall not be interrupted while speaking, unless by the presiding Officer, who may call to order or admonish to a closer adherence to the subject and to avoid all personalities. Nor shall a member be allowed to speak more than twice on the same subject without the permission of the presiding Officer. When two or more members rise at once, the presiding Officer shall decide who shall speak first.

Section 5 – Standing Committees

All Standing Committees shall be appointed by the President.

Section 6 – Absence of President

The Officer or member presiding in the absence of the President shall, for the time being, possess all the powers and privileges vested in the President by the Constitution and By-Laws of the Local.

Section 7 –Religious Subjects

No subject of a religious nature shall at any time be admitted.

Section 8 – Non-Members Attending Meetings

No person who is not a member shall be allowed at any of the meetings without the consent of the Local.

Section 9 – Recourse to Robert’s Rules of Order

In the absence of a standing rule to apply to questions before the Local, recourse shall be made to Robert's Rules of Order.

Section 10 – Question of Order

Questions of order shall be decided by the presiding Officer, but in case of an appeal from his decision the meeting shall determine without debate.

ARTICLE 7: WORKING RULES

Section 1 – Grievance Procedure

Members having a grievance must at all times follow the procedure for grievances as laid down in the By-Laws of the Local.

FIRST: The member notifies the Shop Steward of a possible grievance, in writing within ninety-six hours. The Shop Steward attempts to resolve it with a Company representative. If he cannot do so, he will notify the Senior Steward.

SECOND: The Senior Steward and the Shop Steward have a formal meeting with the Company representative. If the grievance is still not resolved the Senior Steward notifies the Grievance Committee.

THIRD: The Grievance Committee will have a formal meeting with the Company. If the grievance is still unresolved, the Grievance Committee will institute a formal grievance as covered in the British Columbia Collective Agreement.

Section 2 – Employer Legally Unfair

No member shall be allowed to work for any employer who has been declared legally unfair, but no member may leave their work for such an employer until he has been notified to do so by the Senior Steward, either personally or in writing. Any member continuing to work after such notice from the Senior Steward shall be subject to a penalty, either fined \$100.00 per day, suspended or expelled at the option of the Local in accordance with Article 7 of the Local Constitution.

Section 3 – Voluntary Services

No member may work without compensation in the absence of express permission from the Executive Board. All requests for voluntary services of members of this Local must be addressed to the Executive Board.

Section 4 – Non-Receipt of Salary

Any member not receiving his salary and all legitimate expenses when they are due, must report same, in writing, to the Shop Steward within ninety-six hours. A failure to comply with this provision, shall relieve the Local from any and all responsibility for collection of same.

Section 5 – Failure to Show for Work

Any member of this Local who fails to report for work without being previously excused, or with the consent of the employer, or notifying the Senior Steward and getting consent (except in cases of extreme emergency) shall be subject to a penalty of \$100.00 per day, in accordance with Article 7 of the Local Constitution, and if dismissed will receive no support from the Local.

Section 6 - Dispatch

- a) Members are required to advise the Senior Steward when they are desirous of employment.
- b) Members working in another jurisdiction must, upon arrival, check in with the local Business Representative. Failure to do so will result in a fine of \$100.00 payable to the visited Local in accordance with Article 7 of the Local Constitution.

- c) Members supplied to another Local by the Senior Steward and receiving full per diem as stated in the British Columbia Collective Agreement shall remit to the Local a percentage of their gross wage as stated in the British Columbia Collective Agreement.
- d) Members may not go to work without first notifying the Senior Steward through the answering service. Failure to do so will result in a fine of \$25.00 in accordance with Article 7 of the Local Constitution.
- e) An Out-of-Work list shall be maintained by the Senior Steward.
- f) Any out of work member shall phone the answering service to show their availability for work.
- g) The Senior Steward shall check the answering service daily.
- h) No member shall be put to work whose name is not on the list.
- i) On no account will the Senior Steward place any name on the list.

Section 7 – Access to Test Results

Admittance to any departmental trade tests, their results and/or records shall be limited to the Chairman of the specific department, or by direct access request of the Executive Board. The Membership Committee, the Executive Board, interested members, and specific individuals whose test results may be involved, may all gain access to these files through the Department Chairman.

ARTICLE 8: I.A.T.S.E. MOVIE TECH TRUST AGREEMENT WORKING RULES

Section 1 – To Govern the Working Rules

To govern the working rules of I.A.T.S.E. Movietech Trust Agreement:

- (a) A 51% (fifty-one percent) majority of the ballots cast by the Local through a mail out ballot shall approve the sale of or use of the building.
- (b) Up to \$2,000.00 in unbudgeted expenses can be spend on authority of the Building Manager. From \$2,000.00 to \$5,000.00 can be authorized by the Building Trustees. From \$5,000.00 to \$20,000.00 can be authorized by the Executive Committee. From \$20,000.00 to \$75,000.00 can be authorized by the Executive Committee or a General Meeting. Amounts over \$75,000.00 must be approved by members through a mail out ballot.

ARTICLE 9: BASIS OF CHARGES

The basis for charges against members and local officers, of IATSE Local 891 may, among other things, consist of the following, but not limited to:

Section 1 – Violation of Constitution

Violation of any provision of the constitution or of any rule or regulation promulgated by the General Executive Board, Executive Committee or International.

Section 2 - Libelling, Slandering or Maligning of Persons

Libelling, slandering, or in any other manner maligning fellow members, officers, or office staff of IATSE Local 891.

Section 3 – Abusive and/or Harassing Behaviour

Abusive and/or harassing behaviour, verbally or physically, of fellow members, officers, or staff members of IATSE Local 891.

Section 4 – Unbecoming Conduct

Conduct unbecoming to a member, or officer, of IATSE Local 891 in the meeting hall or disrupting a union meeting.

Section 5 – Bringing the Local into Disrepute

Engaging in any activities which tend to bring the local or other subordinate body of this union or the members and officers of IATSE Local 891 into disrepute, or which tend to reflect upon its good name, standing, and reputation.

ARTICLE 10: BALLOTING

Section 1 – Balloting Procedures

- a) Candidates names shall be listed in alphabetical order with their department placed under their name.
- b) All votes must be cast on the approved form and returned to the office of the Local or such address as authorized by the Election Committee, in an unidentified inner envelope contained with an outer identified envelope.
- c) All ballots when received shall be placed in secure storage until the appointed time for the counting of ballots.
- d) At the time appointed for the commencement of the ballot count, and prior to the opening of the outer identified envelope, all returned outer identified envelopes are checked against the official list of qualified voters.
- e) Immediately prior to the counting of the ballots, all inner envelopes shall be separated, unopened, from the outer identified envelopes. No ballot envelopes may be opened or counted until this step is complete.

- f) Any ballot in which a voter has marked more candidates than allowed will be considered invalid and shall not count as a vote cast.
- g) Any ballot which has not been marked whatsoever will be considered invalid and shall not count as a vote cast.
- h) Any ballot not received at the authorized address by the deadline shall not count as a vote cast.
- i) Each candidate may appoint a scrutineer to observe the Election Committee's opening and counting of ballots. No scrutineer shall touch any ballots. A scrutineer must be a member in good standing.
- j) Candidates will not be given access to the ballots nor to the room where the ballots are being counted.
- k) If the meaning of a ballot is in doubt and only if it will affect the outcome of an election, the decision on the ballot in question will be decided by the Election Committee.
- l) The Election Committee shall preserve the ballots in secure storage for one year after the election has concluded. In the event of an appeal, ballots shall be kept until all appeal processes have been exhausted.
- m) If an electronic balloting system is acceptable to the membership, that process shall be allowed.
