

**Please Fill Out Everything  
That Is Instructed Within  
The Application. Please Do  
Not Forget To Sign OR  
Date Where It Is  
Requested.**

**I.A.T.S.E. Local 478**  
**Application Instructions**

**You must complete all steps for your application to be accepted.**

1. **Complete the International application for membership.** Please list specific previous film industry work experience where indicated. List the specific names of productions on which you worked (including studios, television shows, ect.)
2. Read and keep for your records, the Constitution and Bylaws. You do not need to return this section. Please Sign below to indicate you have received a copy and understand them.

**I have read and understand “IATSE Local 478 Constitution” Articles 1 through 4 and “IATSE Local 478 Bylaws” Sections 1 through 12 regarding new membership.**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

3. Letters of reference from no less than three prior employees, or peers, stating the category, classification, and length of employment may be provided by email ([memberassist@iatse478.org](mailto:memberassist@iatse478.org)), fax (504) 483-9961, or mail. Please list the names you are receiving the letter of references from on the Professional Reference sheet. **DO NOT SUBMIT** your application without these three letters. Reference letters from expelled members are not acceptable.
4. Include a current one-page resume
5. Enclose \$550.00, payable to IATSE Local 478. The first \$100.00 is for processing fees and is non-refundable
6. Complete OSHA 10 and Safety Pass courses A, A2, & HP1 or HP2.
7. Local 478 is in receipt of your 45 days proof of craft and proof residency.\_\_\_\_(initial)

**Please take note that ALL of the above items must be completely filled out and sent together or the application will not be accepted.**

*As an applicant to IATSE Local 478, I understand and agree that completion and submission of these documents does not guarantee membership, nor may this application be used as a reference to gain employment. Violation of this policy will nullify the application.*

I have read and complied with all seven steps. \_\_\_\_\_(Signature)

# CONSTITUTION

## ARTICLE I

Name, Affiliation, and Jurisdiction

### Section 1. NAME

The name of this organization shall be Local Union No. 478, International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada, AFL-CIO (hereinafter called the "Local")

### Section 2. AFFILIATION

This Local has been established and exists by virtue of a Charter issued by the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada (hereinafter called the "Alliance" or "International") and pursuant to the Constitution and By-Laws of the International.

### Section 3. JURISDICTION

Jurisdiction of this local shall embrace the jurisdiction set forth in the Charter granted, and as more fully defined in Article XVIII, Sections 9 and 10 of the International Constitution.

## ARTICLE II

Objects

This Local is dedicated to the principles of trade unionism. Its objects are to unite all workers within its jurisdiction for the following purposes:

- To improve their wages and hours of work, to increase their job security, and to better their working conditions
- To advance their economic, social, and cultural interests
- To establish peaceful and harmonious relations between its members and their employers, and to increase the stability of the industry
- To assure full employment
- To promote and support democracy and free trade unionism
- To engage in other such activities as may be necessary or proper to strengthen the labor movement and to extend the process of collective bargaining throughout all trades and industries

This Local shall endeavor to accomplish the foregoing purposes by organizing the unorganized, educating its membership, negotiating collective bargaining agreements with employers, securing progressive legislation, and by all other appropriate means within the International.

## ARTICLE III

Membership

### Section 1. QUALIFICATIONS FOR MEMBERSHIP

No persons shall be eligible either for membership or to retain membership in this Local who shall be a member of any organization having for its aim or purpose the overthrow, by force, of the Constitution and Government of the United States or Canada.

Any member who shall, upon trial, be found to lack any of the qualifications for membership in this Local, shall forthwith be expelled and shall surrender all rights and privileges as such member, including death benefits and other property rights, if any in the assets of this Union; and no member, so expelled shall ever be eligible for reinstatement thereafter.

Any person applying for membership in this Local must be of good moral character and reputation, and unless waived by the International for proper cause upon application by the Local, must have been a resident for at least eighteen months preceding his application within the jurisdiction of the Local.

Such applicant shall be of legal age to engage in gainful employment within jurisdiction of this Local.

There shall be no discrimination against any person with respect to membership in this Local by reason of race, color, creed, national origin, sex or age.

### Section 2. APPLICATION FOR MEMBERSHIP

Every application for membership to this Local must be made upon the Official printed form supplied by the International in

addition to the Local's application packet (including a verifiable resume, Official Local 478 Data Questionnaire, Proofs of Residency, Professional References Page and Designation of Collective Bargaining Representation). Applicants will also be required to sign a copy of ARTICLE III and a copy of the By-Laws of this Local both of which shall be supplied by the Local in addition to the Official application.

The applicant shall provide: pay stubs, call sheets or an employment verification letter as proof of forty-five (45) days employment within the current eighteen months in each craft category and classification listed on the Local 478 questionnaire, or supply corresponding proof of same as approved by the Membership Committee; letters of reference from no fewer than three (3) prior employers, superiors, or peers, stating the category, classification, length of employment and your affiliation to the person.

After the Local's application requirements are met and before any action of admission to membership is taken on any application, the application must be endorsed by the General Secretary-Treasurer of the International. If the General Secretary-Treasurer of the International refuses the endorsement, the applicant shall be rejected and any initiation money paid by the applicant shall be refunded.

### **Section 3. EXAMINATION OF APPLICANTS**

Every applicant for membership may, at the option of the Local Union, be required to pass a satisfactory examination as to their competency and qualifications. Such examination, if given, must be before a Board of Examiners selected by the Local Union and the examination must be uniform as to all applicants to such Local Union for the craft in which they are applying.

### **Section 4. INITIATION FEE**

The total fee towards initiation into I.A.T.S.E. Local 478 shall be \$550.00 (Five Hundred Fifty Dollars). The Initiation fee shall be \$450.00 (Four Hundred Fifty Dollars) and the Processing fee shall be \$100.00 (One Hundred Dollars). The processing fee is non-refundable.

Each application must be accompanied by the full amount of the initiation fee of this Local, payable by check or money order to I.A.T.S.E Local 478.

The initiation fee of applicants for membership by Transfer may be reduced or waived by majority vote of membership.

### **Section 5. BALLOTING ON CANDIDATES FOR MEMBERSHIP**

Any applicant who has complied with the preceding Sections of this Article and who is, there under, eligible for membership, shall be proposed as a candidate for membership at a regular meeting of the Local.

The Candidates shall be presented to the general membership for a vote at the next regularly scheduled or a special membership meeting.

The Secretary-Treasurer will read all the names of the candidates at the meeting. The membership will vote for or against the whole list of candidates by sound, show of hands or division. A member can call for a secret ballot of the list of candidates. Motion to ballot is not debatable.

A member can call for a discussion and individual secret ballot on any candidate. A member can write to the local and request the Secretary-Treasurer to move for a discussion and secret ballot on an individual candidate. The Secretary-Treasurer will read the letter for the discussion. Motion to discuss and ballot is not debatable.

A majority vote of all members present and voting shall be required for acceptance into membership. No applicant shall be present at any reading or vote on such applicant. All members of the Local shall be notified by email if an email address has been provided to the Local, otherwise notification will be provided in writing, of the names of all applicants eligible to be voted upon at the next meeting, no less than fifteen (15) days prior to that meeting.

All applications shall be processed through the procedures set forth in ARTICLE III in a period of no more than six (6) months from the date of application to the date of Balloting on membership.

Any applicant who is guilty of making false statements upon the application shall, if admitted to membership, be expelled upon conviction and shall be thereafter denied admission into membership in this Local. Any initiation fee paid by such member shall be forfeited upon expulsion.

The following applicants may not require proof of forty-five (45) days in a covered craft before being voted on by the General Membership:

- (a) Those who are currently IA members in another Studio Mechanics Local and wish to become Local 478 members while retaining the other card.
- (b) Those who are transferring from another Studio Mechanics Local or Hollywood Motion Picture Craft Specific Local.
- (c) Those who are seeking reinstatement into Local 478 from an Honorable Withdrawal or expulsion

**Section 6. APPLICANT ACCEPTANCE**

NEW APPLICANTS who acquire membership SHALL BE NOTIFIED to appear at the next Membership Meeting for initiation or make other arrangements to take the required oath.

**Section 7. FAILURE TO MAKE APPEARANCE**

Any applicant having been elected to membership and failing to present him/herself for initiation within ninety (90) days of such election, and being without written explanation acceptable to this Executive Board shall forfeit his/her rights to membership and shall have returned to him/her all money paid by him/her on account of the initiation fee.

ARTICLE IV

Headquarters

The headquarters and main office of this Local shall be within the Greater New Orleans area, at such place as may be designated by the Local.

ARTICLE V

Administration

**Section 1. APPOINTMENT OF COMMITTEES**

The President shall select the committee chair and all members of the committee provided for in the Constitution and By-Laws. Should the President so choose, he/she may appoint all members of the committee and permit said members to elect a chair from their number, or alternately may appoint the chair and allow said chair to select the members of the committee and present the names of said members to the President for approval. Once the committee has been filled, the chair of said committee shall have the power to fill any vacancy which may occur or appoint additional members to the committee, or create and fill subcommittees as deemed necessary without further appointment by the President. All sub-committees shall have at least one (1) of the appointed members provided for in this Constitution and By-laws appointed to them. Should, at any time, the appointment of a non-member of this Local be deemed necessary, such appointment must be approved by majority vote of those members in good standing at a regular meeting of this Local.

**Section 2. POWER OF COMMITTEES**

All Committees shall be empowered to handle only that business for which it was assembled and shall take steps to carry out its instructions. It shall report its findings and recommendations to this Local and may, only upon specific instructions from this Local, be empowered to act for this Local in such instances.

**Section 3. MEMBERS OF COMMITTEES**

All members appointed to any committee must be in good standing and must be willing to work openly and productively with those members serving on the same committee. Any chair of a committee who after accepting the appointment, shall refuse or neglect to perform his/ her duty shall be removed from said committee by the President or the Executive Board.

**Section 4. STANDING COMMITTEES**

Standing committees shall be assembled to perform continuing functions and shall remain in existence permanently. The term of service for all standing committee members shall commence with the date of appointment and continue until the acceptance of their resignation, their removal for neglect of duties or any other reason which establishes inability to perform duties required by them by the committee. Standing Committee appointments shall be reaffirmed by the incoming President or changed as he/she see fit in his/her prudent judgment. Standing committees shall, at all times, remain under the direction and control of the Executive Board. The Standing Committees of this Local shall be as follows:

**A. MEMBERSHIP COMMITTEE**

The Membership Committee shall handle any and all business which concerns the membership of this Union and the applicants thereto which is given to its charge by the Executive Board. The Membership Committee shall deal with all applications for membership as provided for in this Constitution and By-Laws. It shall, if requested by the President or membership, prepare and present reports on their findings and/or other matters which may affect the welfare of this Local or its members.

The Membership Committee shall consist of not less than five (5) members, including at least one (1) member of the Executive Board. The Chairman and committee members shall be appointed by the President. Its functions shall be:

PREVIEW APPLICATIONS and resumes from candidates for admission and verify that the information listed on applicants' resumes is both truthful and correct.

**Section 1. THEFT, UNDER THE INFLUENCE AND NO-SHOW**

Any member in the craft and geographical jurisdiction of this Local charged with "theft," "under the influence" of drugs, chemical substances or alcohol, or "failure to report" to a position as scheduled without excuse shall, after trial and found guilty, be fined no less than \$100.00 (One Hundred Dollars) for the first offense, \$250.00 (Two Hundred Fifty Dollars) for the second offense and automatic expulsion for the third offense.

**Section 2. UNDER THE INFLUENCE AT MEETING**

Any member "under the influence" of drugs, chemical substances and/or alcohol at any meeting of this Local shall be DENIED ATTENDANCE at such meeting and, after trial and found guilty, shall be liable to such penalty or penalties as the Local may see fit.

**Section 3. MEMBERS OF COMMITTEES**

Any member of a committee who shall refuse or neglect perform his/her duty shall be removed by the Chairman.

**Section 4. SUMMONS**

Any member who is summoned to appear at a meeting of the membership, the Executive Board or a legally appointed committee of the Local and fails to appear, after receiving due notice of same, shall be penalized to such an extent as the Local may see fit, after fair trial.

**Section 5. ADDRESS OF MEMBERS**

Any member, on changing his residence, shall notify the Secretary immediately. Any legal notice sent to the last address as shown on the books of this Local shall be deemed legal and sufficient notice.

**Section 6. DONATION OF SERVICES**

No member shall be permitted to donate his/her services gratis except by permission of the Business Representative under penalty of a fine.

**Section 7. MEMBERS DOUBLING UP**

Members desiring to double up or work two (2) shifts on any job or jobs under the jurisdiction of this Local must obtain the consent of the Business Representative or be subject to charges.

**Section 8. CONDUCT UNBECOMING A MEMBER**

Conduct unbecoming a member or that which is contrary to trade unionism or that which would bring discredit to this Local or the Alliance, shall be an offense against this Local and, upon being found guilty thereof after trial, the offending member shall be liable to such penalty as the Local may see fit.

**Section 9. WEAPONS**

Weapons are not permitted at any meeting or other official assemblies organized by this Local. Any member found in violation of this section shall be liable to such penalty or penalties as the Local may see fit.

**Section 10. LEAVING POSITION**

Any member leaving a position must first notify the Business Representative, and his/her employer.

**Section 11. ALTERATION OF BY-LAWS**

No portion of these laws may be suspended, but may be amended or altered by a resolution approved by a majority of the members present at a regular or special meeting after the members have been properly notified. The International President must approve all changes.

**Section 12. PARENTAL LEAVE FINANCIAL ASSISTANCE**

Effective January 1, 2019, the Union established an unfunded, dues financed welfare plan for Parental Leave Financial Assistance ("Financial Assistance" or "Benefits"). The purpose of the Financial Assistance is to provide short term financial aid when a member is unable to perform their usual work. The member receiving benefits must be a biological parent, adoptive parent, or legal guardian of the child. The applicant must also be a member in good standing of Local 478. Only the member may apply for Financial Assistance.

**Article I**  
**Eligibility for Financial Assistance**

1. For an eligible member, Financial Assistance will be disbursed in increments of \$625 per week up to a maximum benefit of \$5,000 for the maximum duration of 8 weeks.

2. The period of time for which the member receives Benefits must be consecutive. It also must fall during the pregnancy and/or during the first six months following birth and/or placement for adoption or foster care.
3. Parents who are both members (including same sex married/domestic partner couples and members adopting a child under the age of 5 years old) may each be eligible for Financial Assistance.
4. Parents having more than one child at once (twins, triplets, adoption of two or more children, etc.) do not qualify for any additional Benefits (i.e., the Benefits are applicable per pregnancy or adoption, not per child.)
5. Parental Leave Financial Assistance is meant to be a form of temporary financial aid to assist new parents *to offset the costs of being unable to work in an IA covered craft*. The Financial Assistance does not take the place of unemployment insurance and other available assistance options from other agencies.
6. To qualify for Financial Assistance, a member cannot work in a craft covered by IATSE while receiving these benefits. This restriction does not prevent a member from working other non-IA jobs or crafts. If an audit discloses a member worked in an IA-covered craft while receiving Financial Assistance, the Union reserves the right to recoup the amount of benefits as an overpayment against the Member.
7. There is no limit on how many times members may apply for parental benefits. The goal is to have a family-friendly industry. If our members want to have more than one child, they should not need to choose which pregnancy should be more financially difficult.

**Article II**  
**Applying for Benefits**

1. The program is administered by the IATSE 478 Welfare Committee for the benefit of members. The Union has designated the IATSE 478 Welfare Committee as the named fiduciary and has the sole discretion to administer, operate, and interpret the provisions of this program. The member may seek assistance from the IATSE 478 Welfare Committee by emailing the Secretary/Treasurer at [sect@iatse478.org](mailto:sect@iatse478.org) or calling the IATSE 478 office at (504) 486-2192.
2. To apply for Financial Assistance, the member must complete a Claim Form provided by the Union and attach a physician's statement of pregnancy (with physician's contact information and member's name, address, and expected due date) or a copy of the child's birth certificate or documentation of legal adoption or guardianship which contains the member's name on it.
3. Additional information needed to apply for Financial Assistance may include a certified marriage license, certified declaration of domestic partnership, paternity testing, affidavit of acknowledgement of paternity, documentation showing the member's engagement in the adoption process signed by the adoption agency or provider, or a copy of the judicial decree of adoption or legal guardianship.
4. All documentation listed above will be provided at member's cost. All documentation attached to the Claim Form should be provided to: IATSE 478 Welfare Committee at the address: 511 N Hennessey Street, New Orleans, LA 70119.

**Article III**  
**Claim, and Appeal Procedures**

1. The initial determination for a claim will be made by the IATSE 478 Welfare Committee. The member will receive the written notice of approval or denial of the claim.
2. Should the claim be denied, the member has sixty (60) days to submit a written request for appeal. The written request must include the member's name, statement identifying that the written request is an appeal, and the basis for that appeal. If a timely written request for an appeal is not made, the initial decision will be final. If a timely written request for an appeal is made, the membership will determine by vote whether to approve or deny the appeal at the next membership meeting. The member will receive written notice of the approval or denial of the appeal.
3. In no event may legal action be brought unless the member has fully exhausted the claim and appeal procedures. Any legal action challenging the final decision on the claim shall be filed in a court of competent jurisdiction within one (1) year following the final decision on the claim.



**Designation of Collective Bargaining Representation  
Studio Mechanics I.A.T.S.E. Local 478**

I do hereby designate and authorize Studio Mechanics I.A.T.S.E. Local 478 to act for me as my collective bargaining agent in all matters pertaining to minimum wages, terms, conditions and benefits of employment.

Print Name. \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_





# Professional Reference Sheet

**Applicant Name** \_\_\_\_\_

## Reference 1

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Projects we worked on together \_\_\_\_\_

\_\_\_\_\_

## Reference 2

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Projects we worked on together \_\_\_\_\_

\_\_\_\_\_

## Reference 3

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Projects we worked on together \_\_\_\_\_

\_\_\_\_\_

# LOCAL 478 CRAFTS AND CLASSIFICATIONS

## Allied Crafts

Warehouseman  
Repair Tech

## Art Department

Art Department Coordinator  
Set Designer/Model Maker/Draftsperson  
Illustrator  
Graphic Artist  
Model Maker

## Construction

Construction Coordinator  
Construction Foreman  
Construction Gang Boss  
Draftsperson  
Carpenter/Prop Maker/Model Maker  
Tool Mechanic/Person  
Construction Diver  
Shop Crafts Person  
Construction Buyer  
Welder  
Construction Utility Technician

## Crafts Service

Key Craft Service  
Craft Service Assistant

## Electric

Gaffer  
Best Boy Electric  
Laptop/Dimmer Board Operator  
Electrician  
Lamp Operator  
Balloon Lighting Tech  
Generator Operator  
Rigging Gaffer  
Rigging Best Boy Electric  
Rigging Electrician  
Rigging Generator Operator

## First Aid

Set Medic  
\*\*EMT  
\*\*Paramedic  
\*\*RN/Nurse

## Greens

Greens Foreman  
Lead/First Greens  
Greensman  
On Set/Standby Greens

**\*\*These crafts require proof of certification**

## Grips

Key Grip  
Best Boy Grip  
Dolly Grip  
Crane Operator  
Grip  
Rigging Key Grip  
Rigging Best Boy Grip  
Rigging Grip

## \*Locations

Locations Manager  
Assistant Locations Manager

## Paint/Scenic/Plaster

Paint Foreman  
Paint Gang Boss  
Key/Lead Scenic Artist  
Scenic Artist  
Sign Painter/Writer  
Painter Set/Construction  
Stand by Painter  
Lead Plasterer/Fiberglass  
Sculptor/ Plasterer  
Paint Utility Technician

## Projection

Daily Projectionist

## Props

Prop Master  
Prop Assistant/Asst Prop Master  
Props Buyer  
Prop Person  
Prop Weapons  
On-Set Picture Cars/Boats  
Marine Coordinator  
Boat Handler

## Set Dressing

Set Decorator  
Lead (man)-Set Dresser  
Draper/Upholsterer  
Set Dressing Buyer  
Set Dresser/On-Set  
Set Dresser  
Swing Gang  
Set Dec Coordinator

## Set Teacher

Studio Teacher / Welfare

**\*These crafts and classifications are covered in most cases, if hired locally.**

## Sound

Mixer/Recordist  
Boom Person/Assistant  
Cable Utility Person  
Playback Operator

## Special Effects

SPFX Coordinator  
SPFX Charge Person/Foreman  
SPFX Key  
SPFX Assistant  
SPFX Diver  
SPFX Mechanical  
SPFX Mold Maker  
SPFX Powder Person  
SPFX Pyrotechnics  
SPFX Technician  
SPFX Rigging Foreman

## Video Assist

VTR/ Playback  
Video Assistant/Non-Record Video

## Wardrobe

Costume Designer  
Assistant Designer  
Costume Supervisor  
Key Set Costumer  
Key Costumer  
Assistant Key  
Set Costumer  
Costumer  
Wardrobe Supervisor  
Wardrobe Buyer  
Stylist  
Ager/Dyer  
Seamstress/Tailor/Stitcher/Sewer  
Costume Coordinator

## \*Mississippi Covered

### Crafts

Accountant  
Assistant Accountant  
Production Office Coordinator  
Assistant  
Script Supervisor

### Local Unions

**All work assessments from locals listed below should also be remitted to Local 478 office only.**

|      |      |      |       |
|------|------|------|-------|
| *#38 | #479 | #488 | #494  |
| *#39 | #480 | #489 | #495  |
| *#52 | #481 | #490 | *#665 |
| #209 | #484 | #491 | *#720 |
| #476 | #485 | #492 | *#764 |
| #477 | #487 | #493 | *#829 |