



**CONSTITUTION AND BY-LAWS of the
INTERNATIONAL ALLIANCE OF THEATRICAL
STAGE EMPLOYEES, MOVING PICTURE
TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF
THE UNITED STATES, ITS TERRITORIES AND
CANADA**

**IATSE LOCAL NO. 478
LOUISIANA, ARKANSAS, SOUTHERN MISSISSIPPI, & MOBILE, AL**

As amended July 2026

OBLIGATION

I, DO SOLEMNLY PLEDGE, MY WORD OF HONOR AS A PERSON, TO ABIDE BY, THE CONSTITUTION AND BY-LAWS OF LOCAL NO. 478 OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, AND MOVING PICTURE MACHINE OPERATORS, OF THE UNITED STATES AND CANADA. I FURTHER AFFIRM THAT I WILL OBEY, THE MANDATES OF, THE AMERICAN FEDERATION OF LABOR, SO LONG AS, THE INTERNATIONAL ALLIANCE, BE A PART OF THAT ORGANIZATION. THE WILL OF THE MAJORITY, I WILL ABIDE BY. ALSO I PLEDGE, TO KEEP CONFIDENTIAL, THE WORK OF THIS BODY, AND TO DO ALL IN MY POWER, TO DISCOURAGE AND PREVENT, VIOLATION OF THIS REQUIREMENT, BY OTHER MEMBERS. SHOULD I FAIL TO KEEP TRUE THIS, MY SOLEMN OBLIGATION, I SHALL WILLINGLY SUBMIT, TO SUCH DISCIPLINE, AS MY LACK OF LOYALTY, MAY BRING UPON ME.

PLEDGE

I, THE UNDERSIGNED, AS A CONDITION OF MY MEMBERSHIP IN LOCAL NO. 478 OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES, ITS TERRITORIES AND CANADA, DO SOLEMNLY PLEDGE MYSELF TO ACCEPT AND ABIDE BY THE PROVISIONS OF THE CONSTITUTION AND BY-LAWS OF THIS LOCAL AND OF THE ALLIANCE, AS NOW IN FORCE AND AS HEREAFTER LEGALLY AMENDED, AND HEREBY EXPRESS MY CONSENT TO BE GOVERNED THEREBY IN THE CONDUCT OF MY TRADE AND IN MY RELATIONSHIP WITH THIS LOCAL AND THE ALLIANCE.

SIGNATURE
LOCAL NO. 478

Print Name

Date

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IATSE LOCAL 478 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 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. Reference letters should preferably come from IATSE Local 478 members.

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 themselves for initiation within ninety (90) days of such election, and being without written explanation acceptable to this Executive Board shall forfeit their rights to membership and shall have returned to them all money paid by them 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, they 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 their 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 they see fit in their 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 Chair 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.

PROVIDE the Executive Board and the Membership with TRULY RELIABLE INFORMATION about applicants for admission, thus enabling the Membership to ballot upon applicants intelligently;

RESEARCH and INVESTIGATE particular membership questions and issues and REPORT upon them to the Executive Board or at any Membership Meeting.

INTERVIEW such candidates at its discretion, or upon request of the President, the Executive Board, the Membership, or the Business Agent, and advise the Executive Board and the Membership whether or not an educational review should be necessary with regard to specific applicants.

FOLLOW UP on the activities of the Examinational Committee and its progress.

REPORT to the Executive Board and the Membership upon the qualifications of applicants for membership at regular meetings of this Local.

ARTICLE VI Government

Section 1. SUPREME LAW

The International Constitution and By-Laws, as well as this Constitution and By-Laws shall be supreme law of this local.

Section 2. MEMBERSHIP MEETINGS

Regular meetings shall be held the first and third months of each calendar quarter. The following non-meeting months, February, May, August and November are available for special meetings or rescheduling of previous meetings missed without quorums if needed. The meetings are scheduled for the second Sunday of the month.

With regard to achieve a quorum, members will be notified as to the time of the meeting (am, pm) at least fifteen days in advance.

Special meetings shall be called by the President, by a majority of the Executive Board, or by petition of no less than twenty percent (20%) of the members in good standing, and no business, other than that for which such meeting is called, shall be conducted thereat.

A majority of the Executive Board as well as the President shall also have the power to call special meetings.

A quorum of twelve (12) members in good standing is required to open a meeting for the transaction of lawful business.

Section 3. EXECUTIVE BOARD MEETINGS

The Executive Board meetings shall be held the first and third months of each calendar quarter and at such other times as called by the President. A majority of the members of the Board shall have the power to call an Executive Board meeting. A majority of the members of the Executive Board shall constitute a quorum. Minutes shall be recorded of all Executive Board Meetings.

Section 4. VIDEO AND/OR AUDIO CONFERENCING OF MEETINGS (MEMBERSHIPS, E-BOARD, COMMITTEES, ETC.)

Meetings may be linked by video and/or audio conference. In the event of technical interruption (loss of video and/or audio connection between venues), the presiding officer will allow a reasonable amount of time for reconnection. If reconnection has failed after a reasonable amount of time is given, the regular order of business will continue at the presiding officer's location as long as a quorum is still maintained.

Hybrid General Membership Meetings

Membership meetings may be conducted in person or in a hybrid format (both in-person and online) using an approved remote meeting platform. General Membership meetings that involve a virtual element shall require the following procedures:

- i. Notification of the meeting being conducted hybrid shall be included in the newsletter/meeting notification for the meeting with an invitation to register.
- ii. Members attending virtually must RSVP to the invitation in order for Local 478 to determine if the member is in good standing and thus eligible to attend the Hybrid General Membership meeting virtually. Once confirmed, the meeting information shall be e-mailed. Members are required to follow the guidelines in the Notification and Confirmation e-mails.
- iii. To secure the confidential nature of the meeting and the membership doing the business of the Local, each member in attending virtually must be on camera, in a private location where no other individuals, including non-members, are present and using a means to listen to the meeting privately (e.g., headphones, headset, earphones, earbuds).
- iv. Failure to comply with the above procedures shall result in the member being disconnected from the meeting in progress by the Sergeant-At-Arms.
- v. Members assembled to participate virtually in a Hybrid General Membership meeting shall be counted for the purposes of determining whether a quorum exists and shall have the right to fully participate in the Hybrid General Membership meeting, including voting on the business of the Local.
- vi. Hybrid General Membership meetings shall be subject to the rules adopted by the Local's Executive Board to govern them, which may include any reasonable limitations on and requirements for membership participation.
- vii. All General Membership meetings referred to throughout this Constitution shall be held in accordance with Article VI, Section 2: Membership Meetings.

ARTICLE VII

Nomination and Election of Officers and Delegates

Section 1. ELECTED OFFICERS

The following Officers and Delegates shall be elected:

PRESIDENT: and by virtue of office, also First (1st) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

VICE-PRESIDENT/ RECORDING SECRETARY: and by virtue of office, also Third (3rd) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

BUSINESS REPRESENTATIVE: and by virtue of office, also Second (2nd) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

SECRETARY- TREASURER: and by virtue of office, also Fourth (4th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

FIRST EXECUTIVE BOARD MEMBER-AT-LARGE: and by virtue of office, also Fifth (5th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

SECOND EXECUTIVE BOARD MEMBER-AT-LARGE: and by virtue of office, also Sixth (6th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

THIRD EXECUTIVE BOARD MEMBER-AT-LARGE: and by virtue of office, also Seventh (7th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

FOURTH EXECUTIVE BOARD MEMBER-AT-LARGE: and by virtue of office, also Eighth (8th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

FIFTH EXECUTIVE BOARD MEMBER-AT-LARGE: and by virtue of office, also Ninth (9th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

The preceding eight (8) officers shall comprise the Executive Board and eight (8) Delegates as listed of this Local.

In addition, the following Officers shall also be nominated and elected:

SERGEANT-AT-ARMS: by virtue of office, also Tenth (10th) Delegate to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

BOARD OF TRUSTEES: Consisting of three (3) members, The Chairperson being the elected member receiving the highest number of votes, by virtue of office, the members shall serve as the Eleventh (11th), Twelfth (12th), and Thirteenth (13th) Delegates to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council.

DELEGATES: Consisting of three (3) members, by virtue of office shall serve as the Fourteenth (14th), Fifteenth (15th), and Sixteenth (16th) Delegates to the I.A.T.S.E. Convention, District Convention, Louisiana AFL-CIO Convention and Louisiana Labor Council. The position of Delegate is considered as an office for the purpose of election. Additional Delegates shall be nominated and elected as may be authorized and/or required. A delegate needs only to be a member in good standing to be eligible to be elected.

A member may only hold one (1) office (except delegates) per term.

To be eligible for office a person must have been a member in good standing in this Local for a period of two (2) years and who is not disqualified from holding office under any applicable Governmental law.

Nominee shall file upon request an appropriate affidavit under penalty of perjury stating that they have no legal, moral or ethical conflicts of interests or personal history, which may be stated and/or specified by the Local, which would influence or otherwise inhibit the execution of their duties within this Local.

Nominee, to the best of his or her knowledge, is bondable if the office requires.

Section 2. NOMINATIONS

All nominations must be made at the regularly scheduled meeting in the month of October.

Members shall be notified by mail of the date, time and place of the meeting at which nominations are to be taken at least fifteen (15) days in advance of such meeting. Such notice shall also state the offices to be filled by election and the manner in which nominations are to be received. A quorum at the nomination meeting is not required to proceed with nominations.

Any member in good standing can nominate another member in good standing including themselves.

Candidates may only accept a nomination for one (1) office.

Write-in nominations will be accepted at the October meeting. Members in good standing not present at the meeting can be nominated in this manner with an indication in writing of a willingness to accept nominations for all or specified offices. Nominations can only be accepted for the first office nominated.

All nominees shall be given an opportunity to speak on their own behalf at a specially scheduled meeting in November. A five-minute time limit will be imposed.

All reasonable requests of any candidate to distribute campaign literature by mail or other means at the candidate's own expense to all members of the Local shall be honored.

Section 3. ELECTIONS

The election shall be held in the month of December. Voting shall be done by referendum. Proxy voting will not be permissible. Only those members duly nominated shall be candidates for office. Write-in votes will not be counted. Candidates receiving the highest number of votes shall be declared elected. If two or more candidates are tied, a runoff election shall be conducted.

At said elections there shall be elected the Officers provided for in ARTICLE VII, Section 1 of this Constitution and By-Laws. The term of each officer shall be three (3) years commencing in the month of January of the year after the December election.

Section 4. METHOD OF ELECTION

Balloting shall be by secret mail ballot pursuant to the rules of the Honest Ballot Association, Inc. of New York or any accredited ballot association, and funds shall be provided for this from the Union fund.

The eligibility of members to vote must be verified by the retained accredited association as to the members in good standing as of the first (1st) of December in the election year.

Counting of ballots shall take place thirty (30) days after the mailing of the ballots, or the following workday. This is to be done by the retained accredited association. The association shall make the results of the election known to the Union as soon as the results are verified and confirmed by the association.

Section 5. INSTALLATION

The officers elected shall be installed at the first regular meeting in the month of January after the election and shall subscribe and assent to the required pledge before entering upon the duties of their office.

ARTICLE VIII

Duties of Officers

Section 1. PRESIDENT

The President shall preside at all meetings of the membership and of the Executive Board and shall at all times conduct same in accordance with the Constitution and By-Laws of this Local and in the Standing Rules attached heretofore.

The President shall only have vote in the Executive Board meetings in the case of a tie vote.

The President shall see that all officers perform their duties as prescribed by this Constitution and By-Laws.

Should a vacancy occur during the term of any officer of this Local, the President shall have the power to appoint a member in good standing to that office for the remainder of the term of that office, subject to the approval of the membership or a by-election will be held.

Any by-election must be held within two (2) months after the vacancy was created. In the event a vacancy occurs in the Office of President, the Vice-President shall succeed to the Office of President until a by-election is held for President.

The President with the consent of the Executive Board, shall use all moral and financial aid in enforcing the rules, wage scales and conditions of this Local.

The President shall be empowered to appoint all committees and shall be a member Ex-Officio of all committees. The President shall also be empowered to appoint delegates to such conventions or trade assemblies (other than those named in ARTICLE VI, Section 1 hereof) as shall be of interest and importance to the Local.

In absence of a specific law to govern a given condition, the President shall decide the matter in a spirit of fairness and equity and such ruling shall be enforced unless changed by the Executive Board or the membership. The President shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 2. VICE-PRESIDENT/RECORDING SECRETARY

The Vice-President/Recording Secretary shall record all minutes of the membership and Executive Board meetings and present to the membership a true copy of such for acceptance.

In the absence of the President, the Vice-President/Recording Secretary shall assume all duties of the President.

The Vice-President/Recording Secretary shall be the Delegate prescribed in ARTICLE VII, Section 1.

Section 3. BUSINESS REPRESENTATIVE

The Business Representative shall have full charge of the Business Office of this Local and shall represent the Local at all times in all dealings with employers.

The Business Representative shall pursue all avenues of employment for members in the Local's jurisdiction, shall be primary negotiator in conjunction with an Executive Board member for all Minimum Contracts and Agreements, supply all employers with current Resumes and Rosters of Members in Good Standing, and organize the unorganized.

The Business Representative shall have the right to refer any member in good standing to an employer subject to the qualifications required by the employer.

The Business Representative shall at all times be under the supervision of the Executive Board and shall report all alleged violations of the Laws of this Local.

The Business Representative shall be a member Ex-Officio of all negotiating committees appointed by the President, and any contracts or agreements negotiated by such committees shall be subject to ratification of the membership unless membership has in advance empowered the Committee or the Business Representative to conclude the contract without ratification.

The Business Representative and an Executive Board member shall have the authority to negotiate and sign any temporary agreement for a period of up to four (4) weeks or thirty (30) days, subject to the approval of the Executive Board.

The Business Representative shall be the Delegate as prescribed in ARTICLE VII, Section 1.

If for any reason the Business Representative is unavailable to perform his/her duties of office, those duties shall fall upon the President or his/her appointee.

Section 4. SECRETARY-TREASURER

The Secretary-Treasurer shall attend all meetings of the Membership and the Executive Board.

The Secretary-Treasurer shall be responsible for all correspondence to and from the Local and shall keep a duplicate copy of correspondence from the Local.

The Secretary-Treasurer shall keep the Seal of the Local in their possession at all times and shall keep a true and accurate record of all income and disbursements and all assets and liabilities of this Local, depositing all moneys in a bank approved by the Executive Board. All accounts shall be in the name of the Local and subject to withdrawal by checks signed by both Secretary-Treasurer and the President of the Local.

The Secretary-Treasurer shall collect all dues, fines, and assessments from the members and shall report quarterly to the members the standing of all members.

The Secretary-Treasurer shall deliver to the Chair of the Board of Trustees, for auditing purposes, all books and papers in the Secretary-Treasurer's possession and shall attend all auditing meetings.

The Secretary-Treasurer shall be the Delegate so prescribed in ARTICLE VII, Section 1.

Section 5. FIRST EXECUTIVE BOARD MEMBER-AT-LARGE

The First Executive Board Member-at-Large shall attend all Executive Board meetings and shall have full voice and vote at such, and shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 6. SECOND EXECUTIVE BOARD MEMBER-AT-LARGE

The Second Executive Board Member-at-Large shall attend all Executive Board meetings and shall have full voice and vote at such, and shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 7. THIRD EXECUTIVE BOARD MEMBER-AT-LARGE

The Third Executive Board Member-at-Large shall attend all Executive Board meetings and shall have full voice and vote at such, and shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 8. FOURTH EXECUTIVE BOARD MEMBER-AT-LARGE

The Fourth Executive Board Member-at-Large shall attend all Executive Board meetings and shall have full voice and vote at such, and shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 9. FIFTH EXECUTIVE BOARD MEMBER-AT-LARGE

The Fifth Executive Board Member-at-Large shall attend all Executive Board meetings and shall have full voice and vote at such, and shall be the Delegate as prescribed in ARTICLE VII, Section 1.

Section 10. EXECUTIVE BOARD

The Executive Board shall be comprised of the President, Vice-President/Recording Secretary, Business Representative, Secretary-Treasurer, and the First Executive Board Member-at-Large, Second Executive Board Member-at-Large, Third Executive Board Member-at-Large, Fourth Executive Board Member-at-Large, and Fifth Executive Board Member-at-Large.

The Executive Board shall investigate all complaints of members and decide, if possible, upon all questions in dispute between members and between employers and members accepting any honorable means toward an amicable settlement that may be deemed essential to the best interests of this organization.

The Executive Board shall decide upon all matters referred to them by the membership and the decision of the Executive Board shall be binding unless reversed by a majority vote of the members present at a regular or special meeting of the Local. The Executive Board shall act as a Trial Board of this Local unless the member charged elects to be tried at an open meeting as provided for in Article XVI, Section 14 of International Constitution and By-Laws.

Any or all members of the Executive Board shall retain the right to request that the President replace them on any Trial Board for just cause. The Executive Board shall have the power to summon as a witness any member or members, and those failing to answer may be judged in contempt and penalized for the same by fine or suspension.

Section 11. SERGEANT-AT-ARMS

The Sergeant-at-Arms shall be present at all meetings and shall take charge of the Roll Book, checking cards of the members and determining all present at membership meetings have signed the roll book, so as to determine that none but members of this Local enter the meeting hall.

The Sergeant-at-Arms shall at all times carry out the instructions of the Presiding Officer and shall be answerable to that officer only.

Section 12. BOARD OF TRUSTEES

The Board of Trustees shall audit the books of this Local at least once every six (6) months and shall make a detailed report of their finding at the next regular meeting.

The Board of Trustees shall be charged with the responsibility of securing Bond for any and all Officers and Employees of this Local as required by Law. The expense of such bonds shall be borne by the Local.

The Board of Trustees shall also be responsible for the arrangement of safekeeping for at least five (5) years of all books and records of this Local, as may be necessary for the purpose of preparing reports required by Law, from the dates such reports are filed.

Section 13. DELEGATES

Delegates to the International Convention shall perform their duties as prescribed by the Constitution and By-Laws of the International Alliance and report thereon at the next regular meeting of the Local following the Convention. All Delegates shall attend meetings of the Bodies or Conventions to which they are accredited and shall report thereon to the membership at the next regular meeting.

Section 14. COMPENSATION OF OFFICERS

The designation of those Officers to be compensated for their services, the amount of Compensation they are to be paid shall be determined by the Area Standards Agreement wages and benefits on features in Louisiana. The positions of President, Vice President, Business Representative, and Secretary-Treasurer will be compensated for their services and the amount of Compensation shall be that of firsts. Executive Board Members, Sergeant-At-Arms, Board of Trustees and Delegates will be compensated for their services and the amount of Compensation shall be that of thirds for their work in elected offices. Those officers designated, and compensations approved shall not be reduced during term of office. Any proposed increase shall be voted on by secret ballot by referendum and must receive a favorable vote of at least two-thirds of the ballots received from members in good standing.

Section 15. COMPENSATION OF STAFF

The Executive Board shall have the power to hire and terminate all employees of the Local and determine the compensation of all hired employees. Administration and support staff determinations shall be at the discretion of the President, Business Representative, and Secretary/Treasurer, subject to the approval of the Executive Board.

ARTICLE IX

Transfer and Reinstatement

Section 1. TRANSFER

Any member of another Local of this Alliance wishing to transfer their membership to this Local shall present their application as a new member together with a transfer card from the union of which they were a member, along with any other documents on file pertaining to the period in which they were a member of the local from where they are transferring; except members of other Studio Mechanics Locals as noted in ARTICLE III, Section 4.

Section 2. REINSTATEMENT OF MEMBERS

Members wishing to be reinstated to this Local shall be required to make application as a new member (including initiation and processing fees) and shall be governed by all conditions pertaining to the same; they shall be required to pay a reinstatement penalty fee of \$200.00 (Two Hundred Dollars) together with all financial obligations (dues, fines and assessments) that may have accrued during the period of expulsion (except as stated below).

Members who have been expelled from this Local for failure to pay financial obligations (dues, fines and assessments) shall not be required to pay the initiation nor processing fee as a new member; however, must receive a favorable majority vote of the members present at a regular meeting of this Union, in order to retain their original initiation date.

Members who hold honorable withdrawal cards issued by this Local will not be required to make application as a new member nor pay a reinstatement penalty. They will be required to pay all dues accrued from the start of their withdrawal date until the date of reinstatement, but that repayment shall not exceed the total of eight (8) quarters of current dues.

Section 3. WITHDRAWAL CARDS / HONORABLE

Affiliated local unions shall be obliged upon request to issue any paid-up member in good standing, who is not under charges of misconduct, an honorable withdrawal card.

Any local union refusing to issue such withdrawal card upon request shall be subject to the penalty of charter revocation. Affiliated local union shall refuse to reinstate or readmit to membership in the Alliance any holder of an honorable withdrawal card who has committed acts detrimental to this Alliance after the date of issue of the withdrawal card.

No holder of an honorable withdrawal card shall be reinstated or readmitted to membership by a local union until the local union shall have first submitted the name of the former member to the General Secretary-Treasurer for investigation and approval of the General Office.

Upon reinstatement to this Local, said member must render in full any amount of moneys to cover any and all of their financial obligations that may have accrued during the period of said withdrawal.

Section 4. RETIREMENT

All members of this Local who are eligible, and so request in writing, for Retirement under Article XIV, Section 2 of the International Constitution and By-Laws shall be recognized by the Local and shall be subject only to the Per Capita Tax therein.

Section 5. HONORARY MEMBERSHIP

This Local shall, as it sees fit, bestow Honorary Membership upon those individuals deemed worthy, subject to the majority vote of the members present at a regular meeting. Such Honorary Members shall have no Constitutional rights or privileges and be only those responsible as shall keep them worthy of Honorary Membership.

ARTICLE X Revenues

Section 1. DUES AND INITIATION FEES

The dues payable by each member shall be the minimum required amount sufficient to cover the International per capita cost to the Local plus ten dollars (\$10.00) per quarter, payable in advance, plus a two and one half percent (2.5%) work assessment of the earnings of members from work under the Local's jurisdiction, due and payable sixty (60) days after earned and received.

The work assessment shall remain at two and one half (2.5) percent as long as the Local's gross annual revenues are equal to or more than two (2) times its gross annual operating costs. If the Local's gross annual revenue falls below two (2) times its gross annual operating costs the work assessment shall automatically revert to three (3) percent until such time that revenue is equal to or exceeds two (2) times operating costs at which time work assessment shall revert back to two and one half (2.5) percent.

The initiation fee shall be four hundred fifty dollars (\$450.00) but may be reduced or waived by a vote of the Executive Board for organizational purposes or as outlined in Article III, Section 3 – INITIATION FEE (Transfers).

Members at least sixty-five (65) years of age with twenty-five (25) years of membership in the Alliance may at their option be declared Retired Members, provided they fully cease employment under the Local's jurisdiction or under the jurisdiction of any other affiliated IATSE local or the International. Retired members shall have voice but no vote at Union meetings and shall not be eligible to hold office.

Section 2. SPECIAL ASSESSMENTS

If at anytime the Executive Board deems it necessary to acquire additional revenue, for the best interests of the Union, it shall recommend to the membership a special assessment, which must be approved by secret ballot by referendum with a favorable vote of at least two-thirds of the ballots received from members in good standing.

Section 3. INCREASES OR REDUCTIONS IN DUES

The amount of dues provided for in Section 1 herein shall not be increased or reduced unless approved by secret ballot by referendum and must receive a favorable vote of at least two-thirds of the ballots received from members in good standing.

Section 4. INVESTMENTS

The Executive Board, subject to the approval of the membership, shall be permitted to invest the surplus money of this Local in US government bonds, FDIC insured instruments and other conservative investments with safety of principle, conservative growth and/or income as an objective.

Section 5. OUT OF TOWN MEMBERS

Refer to the International Constitution and By-Laws, Article XXI, Section 7.

Section 6. AUTHORITY TO EXPEND FUNDS

The funds of this Local shall be used to defray the proper operating expenses provided for herein and for other legitimate purposes to accomplish the objects of this Union.

Section 7. EXTREME HARDSHIP

In the event of "extreme hardship" a one-time "monetary gift" of not more than the equivalent of one (1) year's per capita dues may be awarded to a member in good standing by the membership at a regular meeting after a report and discussion by a majority vote. A member in good standing at a regular meeting shall make all extreme hardship reports. Monetary gifts for extreme hardship shall be limited to one (1) per regular meeting.

ARTICLE XI

Good Standing, Suspension and Expulsion

Section 1. GOOD STANDING

Members in good standing of this Local shall enjoy rights, privileges and benefits of this Constitution and By-Laws.

The term "In Good Standing" as used in this Constitution and By-Laws shall be construed to mean that the member has fully complied with all of their obligations to the Local, not only financially but also in all other regards.

Failure on the part of any member to pay their financial obligations (dues, fines and assessments) to this Local shall result in such member being automatically declared "Not in Good Standing" and enforceable by fines and expulsion as described herein; unless prior thereto, they have been granted an extension of time to pay by a majority vote of the Executive Board.

A member "Not in Good Standing" shall be deprived of the right to hold office, vote or attend meetings (except to exercise the right of appeal).

Section 2. EXPULSION

Failure on the part of any member to fulfill financial obligations (dues, fines and assessments) to this Local for a period of more than six (6) months after they become due and payable, shall result in written notification sent by certified mail at least 10 days before expulsion specifying the amount due and breakdown of indebtedness to the last known address of the member. The expulsion shall take effect fifteen (15) days after the mailing of the certified notice. Postage costs plus a \$10.00 (Ten Dollar) service fee shall be considered part of the financial obligations (dues, fines and assessments) owed when notifying delinquent members. In addition thereto, if needed, the Local may take legal action. If such action is required, the delinquent member shall also be liable to the Local for reasonable legal fees and other expenses incurred in connection therewith.

Members who have been expelled from this Local may be required to make application as a new member as described herein in ARTICLE III, Section 2.

Section 3. HARDSHIP

Any member who through circumstances beyond their control, is unable to pay their financial obligations to this Local in a timely fashion, may request terms of payment from the Executive Board. The request shall be in writing, and include the reason(s) for the request, the total amount due, and a projected schedule of payments.

This request shall be mailed to the Secretary-Treasurer, in care of the Local No. 478 office, and shall be considered and decided upon at the next convened meeting of the Executive Board. Any member approved or disapproved for terms of payment shall be notified, in writing, within ten (10) days of the decision. Any notice of disapproval shall include the reason(s) for the action.

Any member approved for terms of payment by the Executive Board may be granted a waiver of any or all fines or other penalties, such as may be incurred for indebtedness to the Local, effective as of the date the request for terms of payment was received by the Local.

Any member failing to meet their own terms of payment deadlines shall be reassessed any and all previously waived fines or other penalties applicable to their particular indebtedness.

ARTICLE XII

Discipline of Members

Refer to International Constitution and By-Laws, Article XVI

ARTICLE XIII

Appeals

Refer to International Constitution and By-Laws, Article XVII

ARTICLE XIV

Permanency

This Local shall not dissolve itself while there are seven (7) dissenting Members, nor shall this article of the Constitution be subject to any alteration or amendment whatsoever. (Any local chartered after September 1, 1978 shall not dissolve itself while there are fifteen (15) dissenting members.)

ARTICLE XV

Residence Designation

Each member shall designate in writing to the Local the member's Local residence which shall be the address on the Membership Roster. Members may change their Local residence designation by notifying the Local Business Office in writing thirty (30) days in advance of a change in residence. A member who has changed his residence designation may not change that designation again for a period of eighteen (18) months. Exception to this eighteen (18) month minimum may be approved, under extenuating circumstances, by the Local Executive Board.

Once established, a member may move within the same metropolitan area at will but must notify the Local of said move.

The member's Local residence shall be defined as maintaining a house, apartment or similar structure and using that structure as the exclusive living quarters for the majority of the year, excepting any time spent working on location under a Union contract.

In cases where a member's residence is in question the Local may request information to help determine where a member lives the majority of the year. At the discretion of the Executive Board, these sources may include but are not limited to: driver's license (state issued ID for individuals who do not drive), vehicle registration, auto insurance policy, state and/or federal tax returns showing only that portion indicating residence, utility bills (matching the name and address of the member), voter registration, documentation of a mortgage or rental agreement indicating a minimum commitment of twelve (12) months, homeowner's insurance policy.

ARTICLE XVI

Altering or Amending the Constitution

Proposed alterations or amendments to this Constitution must be submitted in writing to the Secretary-Treasurer of the Local and be signed by a minimum of ten (10) members in good standing. Such alterations or amendments to this Constitution shall then receive three readings at three consecutive regular meetings at which it shall be discussed without alteration or amendment and then voted on by secret ballot by referendum. The vote will be conducted by mailed ballot or by electronic/online voting as meets the minimum requirements of the LMRDA. All members of the Local shall be notified how to proceed with instructions sent by email if an email address has been provided to the Local, otherwise instructions will be provided in writing. Amendments must receive a favorable vote of at least two-thirds of the ballots received from members in good standing. No such alteration or amendment shall, however, be effective until it is endorsed by the International President. Prior to the third reading and vote on any ALTERATION OR AMENDMENT to this Constitution, all members shall be notified no less than fifteen (15) days prior to that reading and vote.

RULES OF ORDER

Order Of Business

1. Opening of the meeting.
2. Roll call of officers.
3. Reading of the minutes of previous meeting.
4. Reading of communications and bills.
5. Propositions of candidates.
6. Reports of committees on candidates.
7. Balloting for candidates.
8. Obligation (or initiation) of candidates.
9. Recess for payment of dues, etc.
10. Reports of committees.
11. Unfinished business.
12. New business.
13. Good and Welfare.
14. Announcement of receipts of the meeting and Treasurer's Report.
15. Closing of the meeting.

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 their duty shall be removed by the Chair.

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 their residence, shall notify the Secretary-Treasurer 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 their 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 their 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 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.

Section 13. MENTAL HEALTH & CHEMICAL DEPENDENCY FINANCIAL AID

Effective August 1, 2022, the Local Union established an unfunded, dues financed welfare plan for Recovery/Counseling Leave Financial Assistance ("Financial Assistance" or "Benefits"). In partnership with Behind the Scenes Foundation, the purpose of Financial Assistance is to provide short term financial aid for a member who is unable to perform their usual work due to the need for therapy, counseling, or a recovery program designed to equip them with the ability to obtain mental wellness and/or sobriety -the member receiving benefits must be in a licensed treatment program that precludes them from working full-time. The applicant must be a member in good standing of Local 478. Only the member may apply for Financial Assistance.

IATSE 478 Mental Health & Chemical Dependency Program Licensed Counseling/Recovery/Therapy 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 a maximum duration of 8 weeks.
2. The period of time for which the member receives Benefits must fall during the time of ongoing counseling, an in -patient or out-patient chemical dependency recovery program; and while under the care of a licensed social worker, psychotherapist, psychiatrist, licensed Treatment plan, mental health facility, emergency medical facility, or chemical dependency recovery facility.
3. Financial Assistance is meant to be a form of temporary financial aid to assist members by offsetting 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.
4. 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 or job outside of the film/tv industry. 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.
5. There is no limit on how many times members may apply for benefits. The goal is to have a healthy workforce. If our members need to go into a recovery or therapy program more than once to be successful on their journey to mental wellness, they should not be restricted. Abuse of this financial assistance can be grounds for ineligibility.

Article II

Applying for Benefits

1. The program is administered by the IATSE 478 Hardship Committee for the benefit of members. The Union has designated the IATSE 478 Hardship 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 Hardship Committee by emailing the Secretary/Treasurer at sect@iatse478.org or calling the IATSE 478 office at (504) 486-2192.
2. To apply for Financial Assistance, the member must complete forms provided by both the Union and Behind the Scenes Foundation counseling grant and attach information of the licensed person or institution (with contact information and member's name, address, and expected dates of program). Submission to both financial aid grants does not guarantee funding will be awarded by both programs. Applicants can be awarded one and not the other depending upon eligibility.
3. All documentation listed above will be provided at member's cost. Documentation attached to the Claim Form should be addressed to the Administrator for the IATSE 478 Hardship Committee, 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 Administrator for the IATSE 478 Hardship 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 from the denial of the claim to submit a written request for appeal. The appeal should be provided to the IATSE 478 Hardship Committee, 511 N. Hennessey St, New Orleans, LA 70119. The written request must include the member's name, a 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 IATSE 478 Hardship Committee will determine 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 date of the final decision on the claim.

THIS CONSTITUTION AND BYLAWS WAS REVISED AND PRINTED

September 12, 2026

ENDORSED BY

**INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYES,
MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS
OF THE UNITED STATES, ITS TERRITORIES AND CANADA**

ON THIS DATE OF September 4, 2026

BY President Matthew D. Loeb

STANDING RULES

1. No business shall be taken up except in the order prescribed, unless on motion, such irregularities shall be sanctioned by a majority of the members present.
2. No motion shall be received or laid before this Local, unless moved by two (2) members, nor open for discussion until stated by the presiding officer. When a question is before the Union no other motions 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 take precedence in the order in which they are arranged. The first three shall be decided without debate, unless it is proposed to postpone to a definite period, in which case it shall be debatable.
3. Resolutions, amendments to the Constitution and Bylaws and charges against officers and members, must in all cases be presented in writing, otherwise they shall not be considered.
4. The mover of any verbal proposition shall, upon the request of the chair, or two (2) or more members, reduce it to writing.
5. Any member entitled to a vote may move for a division of the question when the sense of the same will admit it.
6. A motion to reconsider any former motion or vote shall only be made and seconded by members who voted in the majority.
7. When the reading of any paper is called for and objected to, the question shall be decided by vote.
8. A division of this Local shall be taken on any question, and recorded at the request of five (5) members.
9. When members speak they shall rise and address the presiding officer, confining themselves strictly to the merits of 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 (2) or more members rise at once the presiding officer shall decide who shall speak first.
10. On the call of five (5) members for the previous question the President shall put in his form: "Shall the question be now put?" Until this question is decided, it shall preclude all amendments to the main question and further debate shall cease.
11. The officer or member presiding in the absence of the President shall, for the time, possess all the powers and privileges vested in the President by the Constitution and Bylaws of this Local.
12. No subject of a partisan or religious nature shall at any time be admitted.
13. No person who is not a member shall be allowed at any of the meetings without consent of this union.
14. In the absence of a standing rule to apply to questions before the Local, recourse shall be had to Roberts Rules of Order.
15. 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.
16. Alcoholic beverages shall not be allowed in headquarters of this Local while the meeting is in session.