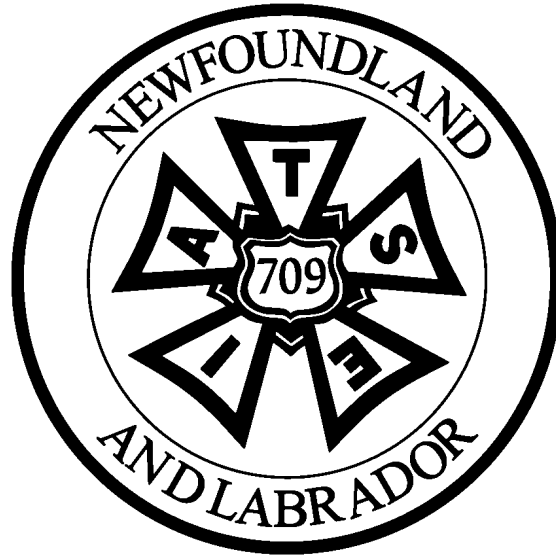


I.A.T.S.E. Local 709

POLICY BOOK



4th Edition - April 2021

Local 709 of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories and Canada

INDEX

SECTION	PAGE
1 - Dispatch	
- Daily Availability	1
- Hiring	2
- Order of Dispatch	3
- Weekly Hires	4
2 - Executive	
- Executive Board Email Motions	5
- Executive or Office Employee Training	6
3 - Financial	
- Delegate Donation Amount	7
- Delegate Per Diem	8
- Delegate Salary	9
- Dues: Extension Requests	10
- Dues: Payment Structure	11
- Executive Board Stipends	12
- Expenditures	13
- Expense Reports Format	14
- In Memoriam Donations	15
- Medical Illness	16
- Office Expenditures	17
- Operating Account Online Payments	18
- Total Yearly Charitable Contributions	19
- Training Subsidy	20
4 - Membership	
- Departmental Cross Listing	21
- Honourably Withdrawn Reinstatement	22
- Makeup Department Admission Test	23

INDEX (Continued)

SECTION	PAGE
4 - Membership(continued)	
- Membership: Department Organization	24
- New Members: Active Designation and Privileges	33
- Residency Requirements	34
- Sister Status	35
- Transferring into Local 709	36
5 - Miscellaneous	
- Commemorative IATSE Pins	37
- Informal Complaint Procedure	38
- Land Acknowledgement	39
- Release of Minutes Upon Request for an Outside Party	40



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Dispatch	Motion Number: 2017- E - 23	Date Motioned: 06/24/17	1
POLICY on Daily Availability		Date Ratified: 10/14/17(2017-G-19)	
		Amendment:	

It shall be the Policy of this local that all members shall be considered unavailable unless they notify the office on a weekly basis for the upcoming work week. Members must contact the office via email or phone between the hours of 9:00am and 4:00pm to declare their availability.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Dispatch	Motion Number: 2019-E-59	Date Motioned: 04/27/19	1
POLICY on Hiring		Date Ratified: 06/13/19(2019-G-12)	
		Amendment: 04/27/19(2019-E-60) 07/10/19(2019-E-68/74), 10/18/19(2019-G15), 04/14/21	

It is the Policy of this local that all weekly positions must be advertised to the Department's Membership through the office via the Membership Services Coordinator. It will be the responsibility of the Key of each Department to contact the office with the details pertaining to the weekly position. The Key will be the official contact for all members interested in the position.

The time frame for the responses to the position is three days. Hiring will not happen through the office. Should a new weekly position commence during production the same process applies.

If a Member presents limited weekly availability for the position, the Key has the right to make a case, to the Executive Board for review, for the weekly hire of a permit over said Member.

*The fine for hiring outside the Membership before having completed the advertising process is **\$500.00**. Regardless of the outcome of the hiring process, the fine shall be implemented based on the failure to comply with the process. Anyone found to be in breach of this policy shall have a maximum of fifteen(15) days from the day that they were contacted to pay the fine in full. After the fifteen days has elapsed the Member will be suspended and unavailable for work.



Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada

Section: Dispatch	Motion Number: 2017-E-33	Date Motioned: 09/09/17	1
POLICY on Order of Dispatch		Date Ratified: 10/14/17(2017-G-21)	
		Amendment:	

It shall be the Policy of this local to dispatch to Production from the availability list in the following order:

1. Members in Good Standing listed in the department that is requesting the daily hire.
2. Members in Good Standing listed in other departments with the required qualifications.
3. Member Applicants already accepted by membership vote in the department requesting the daily hire, awaiting process through the International.
4. Sister Members who have registered with Local 709 as per the Policy on Sister Status.*
5. Member Applicants who have met the requirements of membership in the department requesting the daily hire, awaiting results of a membership vote.

Please Note: Beyond this order of dispatch the local 709 office does **not** maintain an Availability List of Permits. If a Non-Member, who has qualifications for the department, needs to be hired as a daily and there are no available Members, Member Applicants or Sister Status Members on the Availability List in your department, the department head is free to hire the Non-Member.

* The production will have the final say as to a Sister Status/849 members' ability to be hired for a NL production due to the use of labour tax credits for NL residences. Any members from local 849 are not required to register Sister Status with local 709, by virtue of 709's Agreement with 849 and our "free flow of labour".



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Dispatch	Motion Number: 2019-E-69	Date Motioned: 07/25/19	1
POLICY on Weekly Hires		Date Ratified: 10/18/19(2019-G-15)	
		Amendment:	

It is the Policy of this local that when a Key is hiring for a specific department, preference must be given to Members in that department prior to engaging other Members or permits.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Executive	Motion Number: 2017-E-34	Date Motioned: 09/09/17	2
POLICY on Executive Board Email Motions		Date Ratified: 10/14/17(2017-G-22)	
		Amendment: 01/15/19(2019-E-53) 06/13/19(2019-G-12)	

It is the Policy of this local that Executive Board motions made via email are only to be Financial or time sensitive material that need to happen before the next scheduled executive meeting.

The executive board will have 72 hours to respond to email motions (via email, phone, text). No response from an Executive Officer will equal a "No" vote.

Once 72 hours has passed it is the duty of the Motioning Officer to close out the vote on record with the tally included in the group email thread.



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Executive	Motion Number: 2019-E-81	Date Motioned: 10/15/19	2
POLICY on Executive or Office Employee Training		Date Ratified: 06/14/2020(2020-G-*)	
		Amendment:	

It is the Policy of this local that any Executive Board Member or Office Employee, who would like to take a course, will submit a small paragraph as to why the course is applicable to their job/position. The Board will vote on the training opportunity.



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Financial	Motion Number: 2018-E-30	Date Motioned: 08/05/18	3
POLICY on Delegate Donation Amount		Date Ratified: 06/13/19(2019-G11)	
		Amendment:	

It is the Policy of this local that while attending a conference/convention as a delegate on behalf of the IATSE Local 709, an Executive Board Member may use their discretion to make a one time donation of the amount of \$100 to a charity that is being promoted by the organizers of said conference/convention.



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Financial	Motion Number: 2017-E-44	Date Motioned: 10/13/17	3
POLICY on Delegate Per Diem		Date Ratified: 12/10/17(2017-G-26)	
		Amendment:	

It is the Policy of this local that Per Diem Allowance for Executive Members and or appointed Delegates while attending approved conferences or training courses, in an amount as described within 709's Collective Agreement.



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Financial	Motion Number: 2016-G-12	Date Motioned: 10/01/2016	3
POLICY on Delegate Salary		Date Ratified: 10/01/2016	
		Amendment: 08/05/18(2018-E-*)	

It is the Policy of this local that Delegates attending conferences or conventions are to receive a wage based on the 709's Collective Agreement Tier 3 Key Grip* rate, for a 10 hour daily flat rate, at straight time, for each day of participation including travel days.

*This indicates the majority of key rates in local 709's Collective Agreement.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2017-E-28	Date Motioned: 06/24/17	3
POLICY on Dues - Extension Requests		Date Ratified: 10/14/17(2017-G-20)	
		Amendment:	

It shall be the Policy of this local that the following terms will apply in instances of a member requesting a dues extensions:

1. All requests for extensions must be submitted in writing. As per the Constitution and By-Laws, the expulsion process will be initiated for members who are more than two quarters in arrears.
2. Dues extension beyond three (3) quarters will not be approved.
3. An agreed upon payment plan and a minimum monthly payment is required to satisfy all hard costs of the Local.
4. The written payment plan, upon approval of the Treasurer, must ensure all arrears as well as any dues accrued during the time of extension, are satisfied by the end of the extension period.
5. Should a member default on the minimum monthly payment of their payment plan, any fines that would have accrued during the extension period will be applied to their account.

A formal letter including the above terms is to be sent to the member making the Dues Extension Request.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2017-G-08	Date Motioned: 05/15/17	3
POLICY on Dues - Payment Structure		Date Ratified: 05/15/17	
		Amendment: 05/17/18(2018-G08)	

Dues payment deadlines will be as follows:

- For the 1st Quarter: January 30**
- For the 2nd Quarter: April 30**
- For the 3rd Quarter: July 30**
- For the 4th Quarter: October 30**

If dues are not received by the deadline, you will be considered not in good standing and a \$25.00 per month fine will be levied on your account for every month you remain in arrears. Invoicing will be done at the beginning of each quarter. Members may request additional statements from the office at any time.

Every Member will have the right to appeal to the Executive Board for an extension of payment deadlines. All requests for extensions must be submitted in writing prior to going into arrears and must also include a suggested payment plan.

As per the Constitution, the expulsion process will be initiated for members who are more than two quarters (six months) in arrears. Non-payment of dues is grounds for dismissal from the workplace, and expulsion from the Local¹.

¹ **Article 3 - Section 5 b) ii.** Pay any and all dues, assessments and fines as determined by the Local, and within the timeframes set out in the Constitution and By-Laws. Failure to do so will be grounds for Suspension and/or Expulsion from the Local.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2017-E-24	Date Motioned: 06/24/17	3
POLICY on Executive Board Stipends		Date Ratified: 10/14/17(2017-G-16)	
		Amendment:	

It is the Policy of this local that Board members who are absent for three or more meetings and/or conference calls without reasonable cause, shall be issued a notice by the President. Reasonable cause should include, but are not limited to, illness, injury, bereavement, and unavailability due to employment. Other valid reasons may be discussed individually with the President. The notice shall state that a further unexcused absence may result in expulsion from the Executive Board.

Expelled Board Members shall receive remuneration in the amount of 1/12th of the annual stipend for each month of service.

Annual stipends are as follows:

President: \$5000.00

Vice President: \$2500.00

Secretary: \$3000.00

Treasurer: \$3000.00

Member-at-Large Film: \$1200.00

Member-at-Large Stage: \$1200.00



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2018-E-34	Date Motioned: 08/05/18	3
POLICY on Expenditures		Date Ratified: 06/13/19(2019-G-11)	
		Amendment:	

It is the Policy of this local to closely monitor the expenditures made within the Local. All ordinary expenses of the Local will be covered by the Local. The Treasurer and Secretary, upon review of the expense reports, will pinpoint any items that may be deemed an irregular expense. Any irregular expenses will be reviewed by the Board. If the Board deems the expense to be unacceptable, it shall be repaid by the Member or Officer. The method of repayment will be determined on a case-by-case basis.

The following will be considered examples of ordinary expenses:

- * Office supplies
- * Parking
- * Mail and shipping
- * Salaries
- * Kilometers

In addition, the Business Agent will be allotted a \$300.00 per month credit card expense fund, to be used for the purpose of easing the business of the Local. This fund is available at the discretion of the Board, and is subject to change by the Board.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2018-E-39	Date Motioned: 09/06/2018	3
POLICY on Expense Reports Format		Date Ratified: 06/13/19(2019-G-11)	
		Amendment:	

It is the Policy of this local that when submitting monthly expense reports for spending, we shall follow the same method commonly used by the productions within our Local. That methodology shall be as follows:

1. Proper itemized receipts. All receipts submitted must have the following details:
 - * The date of the purchase or expense.
 - * The name of the company where the purchase or expense occurred.
 - * Itemized list of the purchases or expenses.
 - * Taxes paid.
 (no hand-written receipts will be accepted without further proof of purchase or expense)

2. All receipts must be attached to a blank paper, numbered and in order of date issued.

3. A written list of all receipts, including:
 - * Receipt number
 - * Date
 - * Company Name
 - * Purpose of purchase or expense
 - * Receipt subtotal
 - * Total expenses

Monthly expense reports must be submitted to the Local for review by the Treasurer, with a subsequent review by the Secretary. Any receipts failing to meet the above stated policy may be deemed unacceptable, and the cost of those purchases or expenses may not be covered by the Local.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2021-E-*	Date Motioned: 04/14/21	3
POLICY on In Memoriam Donations		Date Ratified:	
		Amendment:	

It is the Policy of this local to follow the below guidelines for In Memoriam Donations:

Death of an IATSE 709 Member:

Donation of a vase flower arrangement for wake (approx. \$250) + \$300 donation as per request in the obituary or to a family GoFundMe(if applicable). If there are no donation requests by the family, a larger floral arrangement.

Death of an IATSE 709 Member's Family Relative:

Donation of a vase flower arrangement for wake (approx. \$225) or a \$200 donation in lieu of flowers as per the obituary.



Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2017-E-12	Date Motioned: 03/03/07	3
POLICY on Medical Illness		Date Ratified: 05/15/17(2017-G-08)	
		Amendment: 11/14/17(2017-E-46) 12/10/17(2017-G-27)	

It is the Policy of local 709 that Members requiring financial assistance with dues and medical premiums will be required to submit, in writing, a letter requesting assistance to the Executive Board. If the member is incapacitated and unable to submit a letter themselves himself or herself, a family member or friend can submit a letter on their behalf. The letter must include documentation from their physician; the nature of the illness and the length of time the member will be incapacitated.

If a member requires assistance beyond a period of six (6) months, they are required to re-submit their assistance request, in writing, as above. Up to a maximum of twelve (12) months. At which point the member has the option to resume paying membership dues or honourably withdraw.

If medical coverage assistance is granted, the Local will only pay SINGLE coverage for a period up to six (6) months. If the member is on a "family" plan, they will have the option to pay the difference from single coverage to family coverage.



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Financial	Motion Number: 2017-E-07	Date Motioned: 01/17/17	3
POLICY on Office Expenditures		Date Ratified: 01/24/17(2017-G-03)	
		Amendment:	

It is the Policy of this local that any expenditure over \$500.00 requested by an officer of the 709 board requires an executive motion.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2020-E-17	Date Motioned: 10/10/20	3
POLICY on Operating Account Online Payments		Date Ratified: 02/23/21(2021-G-*)	
		Amendment:	

It is the Policy of this local that when money is required to leave the Local 709's Operating bank account, via the EFT method, a "YES" vote must be received from an *Executive Board Email Motion* before proceeding.

The only exception is in the case of weekly *Health & Wellness* payments received from Production needing to be forwarded to the *Union Benefits IATSE Locals 849 and 709 Employee Benefit Plan*. These payments will be submitted online by the Operations Manager first, then approved and sent by the Treasurer.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2018-E-29	Date Motioned: 08/05/18	3
POLICY on Total Yearly Charitable Contributions		Date Ratified: 06/13/19(2019-G-11)	
		Amendment: 10/15/20, 04/14/21	

It is the Policy of this local to have a total yearly “Donations & Gifts” budget of \$1800. This amount is to include but not be limited to festivals, not-for-profit associations and charities.

This budget is to be reviewed yearly by the Executive Board.



Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada

Section: Financial	Motion Number: 2017-E-05	Date Motioned: 01/17/17	3
POLICY on Training Subsidy		Date Ratified: 05/15/17(2017-G-05)	
		Amendment: 06/24/17(2017-E-27) 09/09/17(2017-E-31), 11/21/18(2018-E-46), 04/14/21(2021-E-*)	

It is the Policy of this local that a Training Budget will be set annually by the Executive Board.

Each Member, upon submitting their certificate of completion of approved training/certification, shall be entitled to receive a 100% reimbursement.

The reimbursement entitlement shall not exceed \$1000.00 per Member per year, unless approved by the Executive Board.

Training required for membership, taken 1 year prior to acceptance as a member can be reimbursed as per the above-stated training subsidy allowance, upon submitting their certificate of completion.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number: 2017-E-21	Date Motioned: 06/24/17	4
POLICY on Departmental Cross Listing		Date Ratified: 10/14/17(2017-G-18)	
		Amendment:	

It is the Policy of this local that a Member can be cross listed in other departments once they provide the following to the 709 office to be kept in their personal file:

- 1) Proof of 720 hours, worked on 3 different shows
- 2) 2 Letters of recommendation from Keys or 2nds worked with
- 3) Any other required certification per department as listed in the Policy on
Membership: Residency and Dept. Organization



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number: 2019-E-69	Date Motioned: 07/26/19	4
POLICY on Honourable Withdrawal Reinstatement		Date Ratified: 10/18/19(2019-G-19)	
		Amendment: 02/23/21	

It is the Policy of this local that an Honourably Withdrawn Member will be required to pay up to the 8 quarters of per capita dues as per the International and Local 709's Constitution and Bylaws and an additional \$200 fee will be charged in lieu of the local's portion of its dues.

The reinstatement date of a Member, who has previously Honourably Withdrawn, will be the date that they are voted in by a majority vote of the local union*.

*As per Article 21, Section 14, Page 57 of the 68th International Constitution & Bylaws



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number: 2018-G-06	Date Motioned: 05/17/18	4
POLICY on Makeup Department Admission Test		Date Ratified: 05/17/18	
		Amendment:	

It is the Policy of this local that the *Makeup Department Admission Test* required under the *POLICY on Membership: Department Organization & Residency Requirements* be administered by at least 2 Makeup Departmental Keys recognized as qualified to do so by the Local 709 Executive Board.

The fee paid to each Make-Up Test Instructor will be \$250.00 for the entire examination process, including student consultation, overseeing the practical examination and subsequent report.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number: 2014-G-03, 2017-G-05	Date Motioned: 04/29/14	4
POLICY on Membership - Department Organization		Date Ratified: 04/29/14	
		Amendment: 05/15/2017, 09/09/17, 10/14/17, 04/14/21	

It is the Policy of this local for membership requirements to be as follows:

Department Organization:

- A)** Departments of this local will include but not be limited to those listed below. All department members must meet the qualifications to be a members of local 709 and the specific department qualifications as detailed below
- B)** Requisite hours of paid experience need not be accumulated on local 709 contracted productions
- C)** These requirements may be waived for organizing purposes.

Accounting

The Accounting Department is responsible for looking after all of the finances for a film or television production. They must have a good working knowledge of the filmmaking processes as well as accounting skills that include bookkeeping, reporting and auditing.

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- **EITHER** - A certificate/diploma/degree in accounting or accounting related studies
OR - Related Experience approved by the Executive Board

Animal Wrangling

The Animal Wrangling Department is responsible for taking care of all animals that appear in front of the camera. They train the animals to perform the tasks required and handle them during the shooting of the scenes that the animals appear in.

A member of the Animal Wrangling Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution

- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- Completed an accredited First Aid Workshop and obtained a valid certificate in good standing

Costumes

The Costume Department is responsible for all clothes worn by the actors and extras in front of the camera. The Costume Department also provides clothing to keep performers warm and dry while they are on set rehearsing or waiting to shoot.

A member of the Costume Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 Key members of the department that the applicant has worked with
- Must have costume related education of some kind or equivalent paid work in costuming (e.g. theatre, costuming, dance costuming, alterationist, tailor, fashion, etc.)

Craft Service

Craft Service is responsible to provide for the nutritional and beverage needs, other than that provided as full meals, of all the production personnel, actors and extras (when specified) on set during the shooting day. Craft Service may be required to provide specific dietary requirements. Craft Service is responsible for Standard First Aid and will carry a First Aid Kit.

A member of the Craft Service Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- A certificate of completion of a recognized food handler and preparatory course
- Completed an accredited First Aid Workshop and obtained a valid certificate in good standing

Diving

The Diving Department handles all work in and under the water including the safety of all the actors and other personnel working in and under the water and assisting in constructing platforms and rigging in or under the water. The Diving Department always works with, for and under the direct supervision of the Marine Coordinator.

A member of the Diving Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- Been deemed competent and fit in accordance with CSA Standards Z275.4-97 (Competency Standard for Diving Operations), Z275.2-92 9 (Occupational Safety Code for Diving Operations) and the current Occupational Diving Regulations for the Province of Operation

Grip

The Grip Department is responsible for positioning and moving the camera and blocking or diffusing light sources as directed by the Director of Photography. The Grip Department will assist the Rigging Department to provide rigging or scaffolding as required by the Director of Photography.

A member of the Grip Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- A Newfoundland & Labrador recognized certificate for fall protection training
- A Newfoundland & Labrador recognized certificate for Aerial Boom Lift, Scissor Lift training
- Crane Grip - in addition must be accepted as the Crane Operator by the rental house supplying the equipment and must have the Provincial Driver's Licence valid for any vehicle involved.

Hair

The Hair Department is responsible to create and maintain the hairstyles of the characters during the duration of the filming. This may involve hair coloration and the use of wigs.

A member of the Hair Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- A valid Provincial Hair Licence for the province in which they wish to work. A copy of that Licence must be on file at the Head Office of Local 709.

Lighting

The Lighting Department works with the Camera and Grip teams to deliver the illumination for the photography of the film. Under the guidance of the Director of Photography this department places and powers luminaries, associated attachments, focuses lamps, and powers set lighting. In conjunction with the Grip team, lighting is adjusted, controlled and the intensity modified to achieve the photography requirements for the look of the film. They may work with the Rigging team to build the grid for lights in a studio. This department also supplies and distributes unit power throughout the studio and at the location.

A member of the Lighting Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- A Newfoundland & Labrador recognized certificate for fall protection training
- A Newfoundland & Labrador recognized certificate for Aerial Boom Lift, Scissor Lift training
- Generator Operation in addition must have a license to suit the vehicle carrying the generator and must be accepted by the rental house supplying the equipment.

Makeup

The Makeup Department works in consultation with the Director, Costume Designer, Hair Department and Actors to create the look desired by the Director and Producer for the project. Once the look is established, the technical team is consulted to ensure lighting and camera considerations are properly met be it film or TV. The Make-up Department is responsible for the application of basic make-up to the face, body makeup, facial hair and out of kit special effects. Facial and body prosthetics may be applied by the Key or a Special Effects Makeup Artist depending on the shoot.

A member of the Make-up Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution*
- Been recommended by two members of the department, Keys or Seconds, that the applicant has worked with
- **EITHER** - Diploma from a recognized Make-Up School. Minimum curriculum must include:
 - Corrective and glamour make-up.
 - Human hair beard application, grooming on both hand-laid and ventilated pieces.
 - Makeup for film and television.

- Makeup for B&W film and photography. - Bald caps - Special Effects (out-of-kit and casualty simulation).
- Aging with paint.
- Aging with latex.

OR - A 300-word summary and portfolio detailing self-directed study that would be subject to approved by the Local Executive Board.

- Completed a practical exam organized by Local 709 with a passing mark of 150 out of 200.

*Any extended study or training by or with a film-specialized Make-up Artist/Special Effects Makeup Artist or recognized Film and Television Make-up School can be submitted for review to the Department as credit towards hours needed for membership requirements. The equivalency of the course must be approved by the Local Executive Board.

Marine

The Marine Department is responsible for providing and operating all marine equipment and for ensuring the safety of all marine activities as required by the production.

A member of the Marine Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by two members of the department, Keys or Seconds, that the applicant has worked with

Props

The Props Department is responsible for the supply and maintenance of anything the actors are required to handle or use during the film as the Art Director, Director or First A.D. request.

A member of the Props Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- Must have completed the Canadian Restricted Firearms Safety Course.

Rigging

The Rigging Department is responsible for all overhead work and erects and dismantles any scaffold that is built as part of or under a 'set' construction. In studio they are responsible for hanging the grid and working on it. On location they are responsible for building and striking scaffolding towers and platforms. They may be members of the Grip,

Construction, or Lighting Departments as Rigging Grips, Construction Riggers or Lighting Riggers. They may specialize as Aerial Riggers.

A member with Rigging qualifications must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 Rigging members of Local 849, Keys or Seconds, that the applicant has worked with
- A Newfoundland & Labrador recognized certificate for fall protection training
- A Newfoundland & Labrador recognized certificate for Aerial Boom Lift, Scissor Lift training
- A recognized safety course including personal harnessing, two-lanyard system
- A basic knowledge of knots and hitches as attested by their sponsoring members.

Technicians can choose and apply the safest knot from the following under working conditions: bowline, figure 8, square, clove hitch, trucker's hitch (two types), logger's hitch (lift pipe).

Scenic Paint

The Scenic Paint Department is responsible to provide painting on sets required by the script, and achieving effects as determined by the Production Designer, all in a professional and timely manner.

A member of the Scenic Paint Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with

Script Supervisor

The script is the basic document from which all production planning is derived. Since films rarely shoot scripts sequentially, the Script Supervision Department maintains the overall eye on the script, i.e., the story, as other departments become involved exclusively in their own areas. In pre-production the Script Supervision Department works to understand all aspects of how the script tells its story and during shooting they continually make sure the particular will fit into the whole, that every piece of film shot can be used by the editor. Each day they generate detailed notes on each shot, an editor's lined script and a production report.

A member of the Script Supervision Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution

- Completed a Script Supervision Workshop recognized by at least two Script Supervisor members of Local 709
- Worked as a paid Script Supervisor on two shoots of at least 30 days each with two different directors. The projects can be film or video.
- References from at least one Production Manager and one Director for whom they have worked

Set Construction

The Set Construction Department is responsible for building and installing sets, scenics, stages and any other structures, or renovations required in a production. This includes fabrication in wood, metal, foam, plastics and similar materials. They will assist other departments with any construction needs.

A member of the Set Construction Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with

Set Decoration

The Set Decoration Department provides and arranges all furnishing, items and materials, including real and artificial plant materials, within a set that will appear on camera, except props, as Art Director, Director or First A.D. requests.

A member of the Set Decorating Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with

Sound

The Sound Department works with the core production, technical and post-production teams to ensure the soundtrack for the film is effective and complete.

A member of the Sound Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with

Special Effects

The Special Effects Department is responsible for providing and executing effects required by the script, including artificial atmospheric effects, window frosting, frost, fire, smoke, flames, torches of all kinds, fog, steam, mist, water, waterfalls, portable spill tanks, storms of every nature, waves, cobwebs, mechanical effects, electrical effects and explosives, at the direction of the Director and Director of Photography and in conjunction with the Production Designer and Stunt Coordinator. All powder or explosives shall be handled and supervised only by a licensed Special Effects person. The method and type of application of special effects shall be at the sole discretion of the Special Effects Coordinator taking into account the artist requirements of the Production Designer or Art Director.

A member of the Special Effects Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- Required Cards/Certificates:
 - ~Completed an accredited First Aid Workshop and obtained a valid certificate in good standing
 - ~Occasional User Theatrical Artist Pyro Card
 - ~Restricted Firearms Possession and Acquisition Licence
 - ~Propane Handling Card
- Six months training or equivalent experiences approved by the department in a minimum of 5 of the following: (proof provided by a letter from a SPFX key you trained/worked with)
 - ~Mechanical
 - ~Pyrotechnics
 - ~Scenic Carpentry
 - ~Weapons Handling
 - ~Electric or Electronic Plumbing
 - ~Welding

Stage

The Stage Department is responsible for crew provided to events such as concerts, trade shows, corporate events and any other type of event that would require sound, lighting, video, staging or décor. Specific skills/experience/certificates are required for specific positions such as board operator (lighting & sound), audio visual technician, camera operator, wardrobe assistant, set construction, rigger, licensed zoom boom, scissor lift & forklift operators.

A member of the Stage Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Completed an accredited First Aid Workshop and obtained a valid certificate in good standing

Transport

The Transport Department is responsible to provide, maintain and operate all motor vehicles and trailers associated with a production, other than those contracted independently. The department is responsible for safe operation of all vehicles and for timely movement of all personnel, film, equipment and supplies, as required.

A member of the Transport Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Been recommended by 2 members of the department, Keys or Seconds, that the applicant has worked with
- A Driver's Licence equivalent to a Newfoundland and Labrador Class 4 Licence
- A copy of their Driver's Abstract on file at the Head Office of Local 709
- Completed an accredited First Aid Workshop and obtained a valid certificate in good standing
- Base Camp Generator Operator – must be approved by the owner of the generator and must have a license to drive the vehicle carrying the Base Camp Generator



**Local 709 of the International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada**

Section: Membership	Motion Number: 2017-E-16	Date Motioned: 04/25/17	4
POLICY on New Members: Active Designation and Privileges		Date Ratified: 05/15/17(2017-G-06)	
		Amendment:	

It is the Policy of this local that IATSE Local 709's New Applicants first quarter dues shall be applied to the quarter in which they are given 'Active Designation' to their file on the IATSE International Website.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number:	Date Motioned: 04/14/21	4
POLICY on Residency Requirements		Date Ratified:	
		Amendment:	

It is the Policy of this local the following residency requirements are needed for membership.

Residency in Newfoundland & Labrador must be established for a period of at least 18 months immediately preceding the application process. Proof of residency must be shown through 2 of the the following 3 means:

- Newfoundland and Labrador Driver’s Licence or Newfoundland and Labrador Photo Identification Card
- Newfoundland and Labrador Health Card (MCP)
- Proof of having filed income tax for the previous year in the province of Newfoundland and labrador.

Should an applicant not be able to provide any or all of the above requirements, the Executive will take other items into consideration as proof of residency. Requirements for residency may be waived for organizing purposes.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number: 2017-E-17	Date Motioned: 04/25/17	4
POLICY on Sister Status		Date Ratified: 05/15/17(2017-G-09)	
		Amendment: 06/24/17(2017-E-22) 10/14/17(2017-G-15)	

It is the Policy of this local that those technicians applying for Sister Status must provide the following:

1. A letter of good standing from your Home Local
2. An up to date Resume
3. A photo of the front and back of your membership card.
4. Proof of completion of WHMIS (current version WHMIS)
5. Completion of a recognized set etiquette workshop/course. A request to waive this requirement must be submitted in writing.
6. Any other required certification per department

Sister Status Members wishing to be on the availability list for daily calls must follow the rules of daily dispatch for members as per the *Policy on Order of Dispatch*.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Membership	Motion Number:	Date Motioned: 04/14/21	4
POLICY on Transferring to Local 709		Date Ratified:	
		Amendment:	

It is the Policy of this Local that those technicians applying to transfer to IATSE Local 709 must provide the following:

- 1) Proof of Residency, as per the Policy on Residency Requirements*
- 2) An up to date resume
- 3) Proof of completion of WHMIS (current version of WHMIS)
- 4) Copy of any required Department Certificates / Training
- 5) Completed the following IATSE 709 forms
 - Preliminary application for Membership
 - Emergency Contact
 - Consent Form
 - Dues Payment Form
- 6) First Quarter Dues (\$100)

*The **Policy on Residency Requirements** states:

Residency must be shown through 2 of the the following 3 means:

- *Newfoundland and Labrador Driver's Licence or Newfoundland and Labrador Photo Identification Card*
- *Newfoundland and Labrador Health Card (MCP)*
- *Proof of having filed income tax for the previous year in the province of Newfoundland and labrador.*



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Miscellaneous	Motion Number: 2021-E-*	Date Motioned: 04/14/21	5
POLICY on Commemorative IATSE Pins		Date Ratified:	
		Amendment:	

It is the Policy of this local that, by request of the Member, a 10 or 25 year pin will be mailed to the address on file for the 709 Member that has reached the associated decade or quarter century milestone of IATSE Membership.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Miscellaneous	Motion Number: 2019-G-11	Date Motioned: 06/13/19	5
POLICY on Informal Complaint Procedure		Date Ratified: 06/13/19(2019-G-11)	
		Amendment:	

It is the Policy of this local for the Business Agent to have and maintain an Informal Complaints Procedure. The Informal Complaint Procedure will be reviewed once a year by the Executive Board. This procedure will be kept on file at the IATSE Local 709 office.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Executive	Motion Number: 2019-E-87	Date Motioned: 11/26/19	2
POLICY on Land Acknowledgement		Date Ratified: 06/14/2020(2020-G-*)	
		Amendment:	

It is the Policy of this local to read the following Land Acknowledgement at the beginning of each Executive and General meeting:

We would like to respectfully acknowledge the land on which we gather as the ancestral unceded territories of diverse Indigenous groups and their histories, the Beothuk, Mi'kmaq, Innu, the Inuit of Nunatsiavut and NunatuKavut.

We strive for respectful partnerships with all the indigenous peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.



Local 709 of the International Alliance of Theatrical Stage Employees,
 Moving Picture Technicians, Artists and Allied Crafts
 of the United States, Its Territories and Canada

Section: Miscellaneous	Motion Number: 2019-G-11	Date Motioned: 06/13/19	5
POLICY on Release of Minutes Upon Request for an Outside Party		Date Ratified: 06/13/19	
		Amendment:	

It is the Policy of this local that the Executive and/or General Membership's meeting minutes, when requested by an outside party for legitimate purposes will not be released unless moved by the Executive for approval once that request has been reviewed.