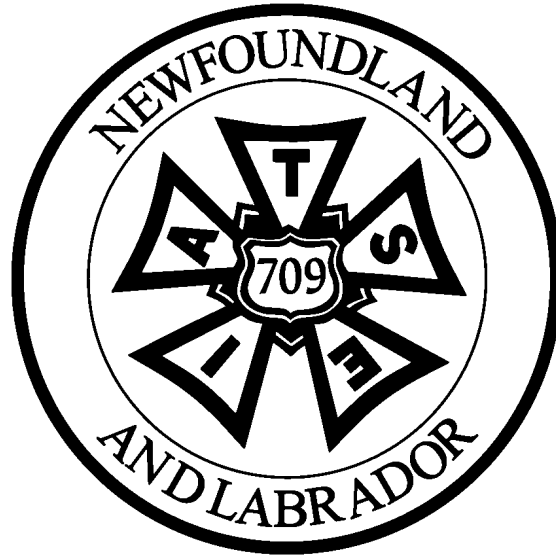


I.A.T.S.E. Local 709

POLICY BOOK



6th Edition - February 2023

**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**

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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: 03/21/22	

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 to declare their availability.

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, including position title, production tier and start date. 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 Department 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.

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".

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: 02/18/23(2023-G-03)	

It is the Policy of this local that when a Key is hiring for a specific department, Keys must adhere to the Order of Hire which is as follows:

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

* 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."

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 have 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.

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.

Section: Financial	Motion Number: 2022-E-16	Date Motioned: 02/08/22	3
POLICY on Cash Management		Date Ratified: 03/21/22	
		Amendment:	

SECTION I - GENERAL

This policy is being adopted by the IATSE Local 709 (the “Local”) to monitor cash balances and establish thresholds at which available funds shall be transferred to/from the local’s operating account to/from the local’s managed investment account. It is the policy of the Local to make diligent and systematic efforts to ensure that appropriate levels of the Local’s assets remain invested in accordance with the established investment policy at any given time.

This policy is intended to replace any prior cash management policies in existence.

The Executive Board of the Local has the right to suspend, amend, or terminate this policy at any time.

SECTION II - POLICY

The Treasurer of the Local shall be responsible for the implementation of this policy.

Analysis of cash balances shall be performed no less than monthly.

Best efforts should be applied so that total cash balance at no time should exceed the limit of \$250,000.

Combined cash balances in excess of \$200,000 shall be reduced to \$150,000 with the balance to be transferred **only** to the Local’s investment portfolio.

- Amounts transferred shall be in increments of \$50,000 as deemed appropriate by the Treasurer
- All transfers shall be approved by the Treasurer and one other authorized signer of the Union.
- Transfers to the investment account may be suspended due to anticipated future cash flow needs.
- Status of transfers to the Local’s investment portfolio (including actual and/or suspended) shall be reported to the Executive Board at their next regularly scheduled meeting.

Transfers from the Local’s investment portfolio to the Local’s operating account require specific Executive Board approval based on the recommendation of the Treasurer. Such approval shall be prior to the execution of any transfer.

Section: Financial	Motion Number: 2022-E-17	Date Motioned: 02/08/22	3
POLICY on Credit Card Usage		Date Ratified: 03/21/22	
		Amendment:	

SECTION I - GENERAL

This policy is being adopted by the IATSE Local 709 (the “Local”) to document the terms and conditions of Local 709’s (the Local’s) approval and use of credit cards. The following Policy on Credit Card Usage shall be effective February 8, 2022.

This policy is intended to replace any prior policies on credit card usage.

The Executive Board of the Local has the right to suspend, amend, or terminate this policy at any time. The Executive Board may permit additional usage as specifically discussed and approved by the Executive Board. The discussion and approval of transactions not permitted in this policy are to be documented in minutes of the Executive Board meetings.

SECTION II - POLICY

A. USE:

- a. Each card will be specifically authorized by the Executive Board.
 - i. On February 8, 2022 the Executive Board confirmed their approval of credit cards issued to employees/officers including President, Treasurer, Business Agent, Operations Manager and Membership Services.
 - ii. No individual credit card shall have a credit limit in excess of \$10,000.
 - iii. All credit cards will be maintained in the name of the Local.
 - iv. Each card will be issued only to and used by only those persons authorized by the Executive Board.
 - v. All cards and receipts are to be surrendered to the Local immediately upon separation of service.

- b. Credit cards are to be used only for the following valid approved business expenses:
 - i. Purchase of office supplies
 - ii. Meeting and conference related expenses
 - iii. Travel expenses (including airfare, taxi, rental cars, and other)
 - iv. Hotels
 - v. Other expenses specifically approved in advance by the Executive Board
- c. No personal charges of any kind are to be intentionally put on a credit card, even if the employee intends to reimburse the Local when the statement comes in.
- d. No cash advances may be taken on any credit card, for any reason whatsoever.

B. RECEIPTS:

- a. A receipt must be provided for each expense.
- b. All receipts shall be submitted prior to the payment due date of the credit card balance.
 - i. In the event that the cardholder delays submitting their receipts and interest or late fees are incurred, the holder shall be held responsible for such costs.
 - ii. Failure to submit valid receipts timely and/or interest or late fees incurred will result in the amount of such charges being withheld from the individual's next regularly scheduled payroll cheque.
- c. All receipts shall be initiated by the user to certify that all charges thereon were for business purposes and authorized by them.
- d. All receipts shall be accompanied by a description of the business purpose, and those present, or those for whom charges were incurred.

C. OTHER:

- a. All credit card balances are to be paid in full monthly so that no finance charges are incurred.
- b. Any awards, points, or other benefits associated with the credit cards belong to the Local and are to be used for those items approved by the Executive Board.
- c. All credit card charges shall be reviewed and approved by someone other than the individual incurring the charges and paying the bill.
- d. In the event that a credit card is lost or stolen, the holder shall immediately report the same to the Executive Board and the credit card company.
- e. The Executive Board may, upon an individual's failure to comply with this policy, suspend or terminate such individual's right to hold a credit card.

- D. The aforementioned policy and procedures are approved on the 8th day of February, 2022.

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.

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.

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.

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.

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.

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: 11/20/21(2021-G-05)	

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: \$7500.00

Vice President: \$3750.00

Secretary: \$4500.00

Treasurer: \$4500.00

Member-at-Large Film: \$1800.00

Member-at-Large Stage: \$1800.00

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: 03/21/22	

SECTION I - GENERAL

The purpose of this policy is to document the types and amounts of expenditures which may be approved by the Treasurer at their direction without the express approval of the Executive Board (the "Board"). The Board of the Local has the right to suspend, amend, or terminate this policy at any time.

SECTION II - POLICY

- A. The following expenditures may be incurred by the Treasurer without express approval of the Executive Board:
- a. Expenditures made pursuant to agreements previously approved by the Board (including but not limited to legal, accounting, computer, rent)
 - b. Reimbursements between affiliated entities
 - c. Payment of payroll withholdings (taxes, wage deferrals, child support, and dues)
 - d. Payroll at rates previously approved by the Board
 - e. Expenditure relating to normal operations (maintenance, supplies, utilities, rubbish removal)
 - f. Contributions to employee benefit funds at rates established by the Board
 - g. Non recurring repair, and maintenance charges not to exceed \$1,000 per incident
 - h. Individual computer purchases/upgrades not to exceed \$1,000 per item
- B. The following expenditures require express approval of the Board:
- a. Insurance policies
 - b. Non recurring repair and maintenance charges in excess of \$1,000
 - c. Computer purchases/upgrades in excess of \$1,000
 - d. Increase to employee pay rates/new hires
 - e. Payment of any expenses incurred by the Treasurer whether individual reimbursements or credit card payments
 - f. Any other expenses in excess of \$1,000 not otherwise mentioned in this policy

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.

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.

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.

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: 03/21/22	

It is the Policy of this local that any office expense be purchased on a Local 709 credit card.

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: 03/21/22	

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 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.

Section: Financial	Motion Number: 2023-E-05	Date Motioned: 02/18/23	3
POLICY on Reimbursement - Child Care		Date Ratified: 02/18/23(2023-G-03)	
		Amendment:	

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

1. The total yearly amount available for reimbursement is \$500.00 per Member.
2. Members of 709 with children under the age of 16 or dependents under the age of 19 as described under the CRA “Child Care Expense Deduction”, at the time of the childcare, can submit copies of receipts from childcare providers for reimbursement.
3. A copy of a document that is proof of your child's age must be provided. Please redact any sensitive information from the document that isn't your child's name and birthdate.
4. Receipts submitted for childcare reimbursement must include or be accompanied by the following information about the provider:
 - i.Name of childcare provider
 - ii.Address of childcare provider
 - iii.Phone and email
 - iv.Date(s) of service provided
5. “Childcare Provider” will be defined as a day-care center, day-home, day-camp, babysitter or home-care

Section: Financial	Motion Number: 2022-E-12	Date Motioned: 02/08/22	3
POLICY on Reimbursement - Diversity Training		Date Ratified: 03/21/22	
		Amendment: 021823, 021823(2023-G-03)	

It shall be the policy of Local 709 that a training budget for individuals who successfully complete a diversity training initiative, organized by a local Production Company, will be set annually by the Executive Board. Each approved individual, upon submitting their certificate of completion or approved training/certification, shall be entitled to receive a 100% reimbursement. The reimbursement entitlement shall not exceed \$1000.00 per individual.

Section: Financial	Motion Number: 2017-E-05	Date Motioned: 01/17/17	3
POLICY on Reimbursement - Training		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, 03/21/22, 021823(2023-G-03)	

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 and a copy of their receipt, 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.

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, 02/18/23(2023-G-03)	

It is the Policy of this local to have a total yearly “Donations & Gifts” budget of \$5000. 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.

This amount does not include any amount spent on In Memoriam donations.

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: 021823(2023-G-03)	

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) Two letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- 3) Any other required certification per department as listed in the Policies on Department Organization.

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

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* 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.

Section: Membership	Motion Number: 2022-E-09	Date Motioned: 02/08/22	4
POLICY on Members: Application Deadline for Membership		Date Ratified: 03/21/22	
		Amendment: 02/18/23(2023-G-03)	

It is the Policy of this local that in order for Applicants to be voted on, a completed membership package must be submitted to Member Services. Once approved, they will be listed on the first advanced email notification for a General or Special Meeting.

Section: Membership	Motion Number: 2014-G-03	Date Motioned: 04/29/14	4
POLICY on Membership - Film Department Organization		Date Ratified: 04/29/14	
		Amendment: 05/15/17, 09/09/17, 10/14/17, 04/14/21, 03/21/22, 02/18/23(2023-G-03)	

It is the Policy of this local for film 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 member 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 but are not limited to bookkeeping, reporting and auditing.

A member of the Accounting Department must have:

- *Met the basic membership requirements as described in Article 3, Section 3 of this Constitution*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with*
- *A Newfoundland & Labrador recognized certificate for Fall Protection training*

- A Newfoundland & Labrador recognized certificate for Aerial Work Platform 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 License 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
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- A copy of a valid Provincial Hair License or Red Seal.

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
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- A Newfoundland & Labrador recognized certificate for Fall Protection training
- A Newfoundland & Labrador recognized certificate for Aerial Work Platform 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*
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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 approval 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with*
- *Must have completed the Canadian Restricted Firearms Safety Course.*

Scenic Paint

The Scenic Paint Department is responsible for providing 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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 2 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.*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with*

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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
- *Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor 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*
 - ~*Propane Handling Card*
- *Six months training or equivalent experiences approved by the department in a minimum of 4 of the following: (proof provided by a letter from a SPFX key you trained/worked with)*
 - ~*Mechanical*
 - ~*Pyrotechnics*
 - ~*Scenic Carpentry*
 - ~*Electric or Electronic Plumbing*
 - ~*Welding*

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:

Unit Sweeper Requirements:

- Met the basic membership requirements as described in Article 3, Section 3 of the Constitution
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- Completed and accredited First Aid Workshop and obtained a valid certificate in good standing

Production Driver Requirements:

- Met the basic membership requirements as described in Article 3, Section 3 of the Constitution
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- Completed and accredited First Aid Workshop and obtained a valid certificate in good standing
- A Driver's License equivalent to a Newfoundland and Labrador Class 4 Commercial
- A copy of their Driver's Abstract on file

Heavy Equipment Driver Requirements:

- Met the basic membership requirements as described in Article 3, Section 3 of the Constitution
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- Completed and accredited First Aid Workshop and obtained a valid certificate in good standing
- A Driver's License equivalent to a Newfoundland and Labrador Class 3 or higher
- A copy of their Driver's Abstract on file

Base Camp Generator Operator:

- Met the basic membership requirements as described in Article 3, Section 3 of the Constitution
- Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- Completed and accredited First Aid Workshop and obtained a valid certificate in good standing
- A Driver's License equivalent to a Newfoundland and Labrador Class 4 Commercial or higher
- A copy of their Driver's Abstract on file
- Must provide a copy of certificate of approved Generator Operator Course

Section: Membership	Motion Number: 2023-E-07	Date Motioned: 02/03/23	4
POLICY on Membership - Stage Department Organization		Date Ratified: 02/18/23(2023-G03)	
		Amendment:	

It is the Policy of this local for film 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 member 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.

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.

RIGGERS

Specific skills/experience/certificates are required for rigging positions such as high rigger, ground rigger.

A member of the Stage Rigging Department must have:

- Met the basic membership requirements as described in Article 3, Section 3 of this Constitution
- Proof of 200 hours of employment in a rigging position. Proof of paid experience must be verified by presentation of pay stubs or Record of Employment
- Two letters of recommendation from supervising technicians that the applicant has worked with
- Completed an accredited First Aid Workshop and obtained a valid certificate in good standing
- A Newfoundland & Labrador recognized certificate for Fall Protection training
- A Newfoundland & Labrador recognized certificate for Aerial Work Platform training

STAGEHANDS

The stagehands are general laborers for stage crews.

A member of the Stagehand Department must have:

- Proof of 400 hours of employment in a stage position. Proof of paid experience must be verified by presentation of pay stubs or Record of Employment
- Two letters of recommendation from supervising technicians that the applicant has worked with
- 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

TECHNICIANS

Specific skills/experience/certificates are required for positions such as electricians, sound, audio visual, wardrobe, hair, make-up, set construction, driver, licensed zoom boom, scissor lift & forklift operators.

Technicians also cover operator positions such as electric, audio, camera, SPFX, follow spot and media.

A member of the Stage Technician Department must have:

- Proof of 400 hours of employment in a stage position. Proof of paid experience must be verified by presentation of pay stubs or Record of Employment
- Two letters of recommendation from supervising technicians that the applicant has worked with
- 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.

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.

Section: Membership	Motion Number: (2021-E-00)	Date Motioned: 04/14/21	4
POLICY on Residency Requirements		Date Ratified: 05/21/21	
		Amendment: 02/18/23(2023-G03)	

It is the Policy of this local that 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 following 3 means:

- Newfoundland and Labrador Driver's License 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.

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), 03/21/22, 02/18/23(2023-G-03)	

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. Two(2) letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
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

All Sister Status members will be listed on the Local 709 Department List. 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.

Sister Status is only in effect for the year it is applied in. Applicants must reapply each calendar year.

Section: Membership	Motion Number: 2022-E-08	Date Motioned: 04/14/21	4
POLICY on Transferring to Local 709		Date Ratified: 03/21/22	
		Amendment: 02/18/23(2023-G-03)	

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

- 1) Valid Transfer Card from their Home Local
- 2) Proof of Residency shown through 2 of the the following 3 means:
 - Newfoundland and Labrador Driver's License 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.
- 3) An up to date resume
- 4) A current headshot
- 5) Two letters of recommendation from an IATSE verified supervisor or Local 709 Executive Board approved supervisor that the applicant has worked with
- 6) Completion of a recognized set etiquette workshop/course. A request to waive this requirement must be submitted in writing
- 7) Proof of completion of WHMIS (current version of WHMIS)
- 8) Copy of any required Department Certificates / Training
- 9) Completed the following IATSE 709 forms
 - Preliminary application for Membership
 - Emergency Contact
 - Consent Form
 - Dues Payment Form
 - Medical Coverage Forms
 - RRSP/NRSP Forms
- 10) First Quarter Dues (\$100)
- 11) Once items 1-10 have been received the transferring Member needs to be voted in at the next General Meeting.

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.

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.

Section: Executive	Motion Number: 2019-E-87	Date Motioned: 11/26/19	5
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.

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.