


CONSTITUTION AND BY-LAWS

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE
EMPLOYEES, MOVING PICTURE TECHNICIANS,
ARTIST AND ALLIED CRAFTS
of the
UNITED STATES AND CANADA



LOCAL NO. 492
TENNESSEE, KENTUCKY & NORTHERN MISSISSIPPI

Endorsed by
International Alliance of Theatrical Stage
Employees, Moving Picture Technicians,
Artists And Allied Crafts of The United
States, Its Territories and Canada

On Date of March 20, 2024
By 
International President

IATSE Local 492 Constitution and Bylaws

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ARTICLE ONE – Name, Affiliation and Jurisdiction

Section 1. NAME

1. The name of this organization shall be Local Union No. 492, International Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artist, and Allied Crafts of the United States and Canada, AFL-CIO (hereinafter called the Local).

Section 2. AFFILIATION

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

Section 3. JURISDICTION

1. Jurisdiction of this Local shall embrace the jurisdiction set forth in the charter granted by the International, VIZ.; Tennessee, Kentucky, and Northern Mississippi.

ARTICLE TWO – Objectives

1. This Local is dedicated to the principles of trade unionism. Its objectives are to unite all workers within its jurisdiction for the following purposes:
 - A. To improve their wages and hours of work, to increase their job security and to better their working conditions.
 - B. To advance their economic, social and cultural interests.
 - C. To establish peaceful and harmonious relations between its members and their employers and to increase the stability of the industry.
 - D. To assure full employment.
 - E. To promote and support democracy and trade free unions.
 - F. To engage in such other activities as may be necessary or proper to strengthen the labor movement and to extend the process of collective bargaining throughout all trades and industries.

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

ARTICLE THREE – Membership

Section 1. QUALIFICATIONS FOR MEMBERSHIP

1. No person shall be eligible for membership or to retain membership in this Local who shall be a member of any organization having for its aim or purpose the overthrow, by force, of the Constitution and Government of the United States or Canada.
2. Any member who shall, upon trial, be found to lack any of the qualifications for membership in this Local, shall forthwith be expelled, and shall surrender all rights and privileges as such member, including death benefits and other property rights, if any, in the assets of this union. Once expelled, the member in question can only be re-admitted by a unanimous vote of the full executive board.
3. Any person applying for membership in this Local must be of good moral character and reputation, and unless waived by the International for proper cause upon application by the local, must have been a resident within its jurisdiction for at least six months preceding their application.
4. Such applicant shall be of legal age to engage in gainful employment within the jurisdiction of this Local.

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5. There shall be no discrimination against any person in respect to membership in this Local by reason of race, color, creed, national origin, sex or age, or any other reason as covered by applicable federal and state laws.

Section 2. APPLICATION FOR MEMBERSHIP

1. Applications for membership must be in writing to the Local and every application for membership must be made in duplicate upon the official printed form supplied by the International to Local No. 492.
2. The Local may at its option approve prospective members subject to a favorable endorsement by the General Secretary-Treasurer of the Alliance and if the endorsement is refused the application shall be rejected.
3. Each application blank must be accompanied by the initiation fee (to be returned if application is rejected) and such non-returnable processing fee as may be determined by the International Office.
4. Any applicant who is guilty of making false statements upon the application blank shall, if admitted to membership, be expelled upon conviction, and shall be thereafter denied admission to membership in this Local, unless the member in question receives a unanimous vote to re-admit by the full Executive Board. Any initiation fee paid by such member shall be forfeited upon expulsion.

Section 3. EXAMINATION OF APPLICANTS

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

Section 4. BALLOTING ON APPLICATIONS

1. All applicants to the Local shall be approved for membership by a majority vote of the Executive Board.

Section 5. NEW MEMBER ORIENTATION

1. New members may be required to attend a "new member orientation" meeting within six months of acceptance for membership. Orientation meetings will be scheduled as necessary in each region of the jurisdiction. Failure by a new member to attend orientation, will result in their being declared "Not in Good Standing," and subject them to penalty and/or restriction on their membership, as per Article Eleven paragraphs 3, 4.

ARTICLE FOUR – Headquarters

1. The headquarters and main office of this Local shall be within the Nashville, Tennessee area.

ARTICLE FIVE – Government

Section 1. SUPREME LAW

1. This Constitution and By-Laws, as well as International Constitution and By-Laws, shall be the supreme law of this Local.

Section 2. MEMBERSHIP MEETINGS

1. Regular meetings shall be held each month on the first Sunday of the month, however, if the first Sunday of the month falls on a Holiday recognized by the Union then the meeting of the Union shall be held either the next Tuesday or Wednesday, or some other day as changed by the Executive Board in a majority vote.

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2. When in person, these regular monthly meetings shall be held in the geographical regions, listed below, unless changed by the Executive Board:
Western Tennessee/Northern Mississippi region – January, May, July
Middle Tennessee region – February, June, October
Eastern Tennessee region – March, November
Kentucky region - April, September
There will be no meeting scheduled for August or December.
- 3) Regular meetings may be held virtually using current videoconferencing or teleconference technology hosted by a videoconferencing or teleconferencing account owned by the Local. Members may be given the option to physically assemble in person at a location or multiple locations if more than one physical location is arranged. When physically assembled, members will be able to also join via videoconferencing/teleconference.
- 4) If a virtual element is involved for the meeting the following rules must be adhered to:

To secure the confidential nature of the meeting and the membership doing the business of the Local, each member in attendance must be on camera. Members must be in a private location where no other individuals, including non-members, are present and using a means to privately listen to the meeting (e.g. headphones, headset, earphones, earbuds) if non-members have the potential to enter that private location. Failure to do so will result in a member being ejected by the Sergeant-at-Arms.

No recordings of any kind (video, audio, photographic, etc).

The chat function (or similar function) must be disabled. There are no side-discussions during the meeting while conducting Union business.

The videoconferencing/teleconference technology must have a hand-raise function. Members attending virtually must use this function in order to be recognized by the chairperson. The Sergeant-At-Arms will ensure that all participants are called upon in the order in which they raise their hands, whether they are attending virtually or in-person.
5. If documents are being discussed during the meeting they will need to be distributed to members ahead of time and/or shared on screen. Members meeting physically in person will be given hard copies of the documents or documents will be demonstrated on a screen. Screenshots of documents shared are not permitted.
6. A quorum of five percent (5%) of the members in good standing but not less than five (5) members is required to open and continue a meeting for the transaction of lawful business. Members using electronic means (i.e. telephone, video, or computer access) will be given the same status as members in physical attendance.
7. Special meetings shall be called by the President on petition of no less than the amount of members required for a quorum at a regular meeting. No business, other than that for which such meeting was called, shall be conducted thereat.
8. A majority of the Executive Board as well as the President shall also have the power to call special meetings.
9. Reasonable written notice shall be given for all special meetings.

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Section 3. EXECUTIVE BOARD MEETING

1. The Executive Board shall meet bi-monthly and at such other times as called by the President. A majority of the members of the Board shall have the power to call an Executive Board Meeting. All members of the Board shall be notified in advance of such meeting. A majority of the members of the Executive Board shall constitute a quorum.
2. Written notification of Executive Board meetings must be electronically mailed to the Executive Board members no later than 15 calendar days before scheduled meeting.

Section 4. POSTAL BALLOTING

1. In order for no one region of the Local to enact policy, control general issues, membership, and the like, the Local shall conduct postal balloting for all issues affecting the Local. Items to be voted upon will be published in the newsletter of the Local, and once a quorum of eligible members has been reached, the majority vote on each item shall cause the item to be enacted. This is in place of floor votes at general membership meetings. Eligible ballots returned by electronic means, such as electronic e-mail or fax, shall have the same standing as a returned eligible original.
2. All nominations for Officers will be done through Postal Balloting.
3. Approval of all minutes will be done through the use of the Postal Ballot process.
4. The Postal Ballot process can be used for other uses as determined in the future by the Executive Board.
5. Issues may be placed on the Postal Ballot by a consensus of the Executive Board.

ARTICLE SIX – Nomination and Election of Officers

Section 1. ELECTED OFFICERS AND ELIGIBILITY

1. There shall be elected to office the following officers, viz.:

President – Localwide Nomination and Election for a three year term
Vice President – Localwide Nomination and Election for a three year term
Business Manager – Localwide Nomination and Election for a three year term
Secretary-Treasurer – Localwide Nomination and Election for a three year term
At-Large Representative – Localwide Nomination and Election for a three year term
Western Tennessee/Northern Mississippi Representative – Regional Nomination and Election for a three year term
Middle Tennessee Representative – Regional Nomination and Election for a three year term
Eastern Tennessee Representative – Regional Nomination and Election for a three year term
Kentucky Representative – Regional Nomination and Election for a three year term
Board of Trustees – Localwide Nomination and Election for a three year term

2. The jurisdiction of Local 492 will be sub divided into four regions. Each region will nominate and elect a Regional Representative. The Regional Representative will reside in the region from which they are elected.
3. Local 492 will be divided into regions as set forth in the Map labeled Exhibit A.
4. Executive Board – To consist of President, Vice President, Business Manager, Secretary-Treasurer, the At-Large Representative, the four Regional Representatives.
5. Board of Trustees shall consist of all three members, elected for a three year term. The Chairman of the Board of Trustees shall be elected by the members of the Board of Trustee's. Their term shall last until the next scheduled election. If the vote is a tie, the President shall have the power to appoint the Chairman.

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6. Delegates to the International Convention:

President shall be the first delegate by virtue of the office.
Business Agent shall be the second delegate by virtue of the office.
At-Large Representative shall be the third delegate by virtue of the office.
Secretary-Treasurer shall be the fourth delegate, or the first alternate delegate, by virtue of the office.
If needed, additional delegates will be elected by the membership yearly.
AFL-CIO Delegates – elected by the membership yearly.

7. Delegates to Other I.A.T.S.E. Assemblies:

President shall be the first delegate by virtue of the office.
Business Agent shall be the second delegate by virtue of the office.
Western Tennessee/Northern Mississippi representative shall be the third delegate for District 7 in the first year after each IATSE Convention, by virtue of the office.
Middle Tennessee representative shall be the third delegate for District 7 in the second year after each IATSE Convention, by virtue of the office.
Eastern Tennessee representative shall be the third delegate for District 7 in the third year after each IATSE Convention, by virtue of the office.
Kentucky Representative shall be the third delegate for District 8 during non-IATSE Convention years by virtue of the office.
At-Large Representative shall be the third delegate during IATSE Convention years by virtue of the office.
Secretary-Treasurer shall be the fourth delegate, or the first alternate delegate, by virtue of the office.
Vice-President shall be the fifth delegate, or the second alternate delegate, by virtue of the office.

8. To be eligible for office, a person must have been a member of this Local in good standing for (2) two years, and who is not disqualified from holding office under any applicable Governmental Law, and is fully bondable under Section 6 of this Article.
9. The above named officers shall not be eligible to hold more than one elective office, except as temporary replacement during vacancy.

Section 2. NOMINATIONS

1. The Nominations shall be held under the direction of the Election Committee which shall have final say in all administrative matters.
2. All nominations must be made using the proper Nomination Ballot as supplied by the Local. Only members in good standing at the time of Nomination will receive a Nomination Ballot.
3. All members will be mailed said Nomination Ballot by first class mail no later than 15 days before the close of nominations. In lieu of using a separate mailing, the newsletter Postal Ballot may be substituted. To verify only members in good standing have nominated candidates for office, the card numbers or member name on the returned ballots will be checked against the list of members in good standing as of the date of mailing the newsletter containing the ballot.
4. Nomination Ballots sent to the last recorded address, as filed with the Local, shall be considered as delivered.
5. Each Member shall nominate only one person per office.
6. In order for a nomination to be considered, a candidate must be a member in good standing and receive at least two valid nominations.

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7. A member can only run for one office during any election.
8. Nominee must accept or decline the nomination in writing no less than 5 days before the start of the election.

Section 3. ELECTIONS

1. The election shall be held under the direction of the Election Committee which shall have final say as to the administrative matters.
2. Only Official ballots will be counted, with each member allowed only one ballot.
3. The Ballot will be mailed via First Class mail to the last recorded address, no later than 15 days before the close of the election.
4. All candidates will be listed on the ballot under the heading of the office for which they are nominated. The order of the listing shall be alphabetical.
5. Only those members duly nominated shall be candidates for office: write-in votes shall not be counted.
6. If there is only one candidate for any office, the Secretary-Treasurer shall cast a unanimous ballot for that candidate and same shall dispense with the requirement of a secret ballot vote for that office.
7. The candidates receiving the highest number of votes shall be declared elected.
8. In the event two or more candidates are tied for election, a runoff election shall be conducted.

Section 4. CANDIDATES

1. The candidates for election will each be permitted to appoint one (1) watcher. These watchers are to serve without compensation.
2. All reasonable requests of any candidate to distribute campaign literature by mail or otherwise, at the candidates own expense, to the members in good standing shall be honored.
3. Every candidate shall have the right once within thirty (30) days prior to the election to inspect (but not copy) a list containing the names and last known addresses of all members of this Local.

Section 5. METHOD OF ELECTION

1. Balloting shall be by secret mail ballot pursuant to the rules of the NLRB and the Department of Labor and funds shall be provided for this from the general fund.
2. The eligibility of members to vote must be verified before the mailing of the Ballots.
3. Counting of ballots shall take place as soon as possible following the close of Voting. This is to be done by the Election Committee.
4. The results of the election shall not be made known to anyone prior to the proper notification of all candidates for office. A complete report on the results shall be given at the next scheduled general membership meeting, and also by an article in the next schedule newsletter.

Section 6. INSTALLATION OF OFFICERS

1. Installation of officers shall take place at the next regular meeting following the meeting at which the results of the election were announced. All said offices shall subscribe and assent to the required pledge before entering upon the duties of their office.

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2. Elected officers shall continue in office until the election and installation of their successors, acceptance of resignations or removal by impeachment.

Section 7. VACANCY OF OFFICE

1. Elections must be held, in accordance with the constitution, within one hundred eighty (180) days after an office vacancy was created by resignation, impeachment, or other circumstance.

ARTICLE SEVEN – Duties and Compensation of Officers

Section 1. PRESIDENT

1. The President shall work in conjunction with and under the direction of the Executive Board of this Union.
2. The President shall see that all officers perform their duties as prescribed by the Constitution and By-Laws and shall be a member ex-officio of all committees.
3. The President shall be the first delegate to all IATSE Conventions.
4. The President shall do all other things necessary to the proper and efficient conduct of the office and the promotion of the welfare of this Union. The President shall, with the consent of the Executive Board, use all moral and financial aid in enforcing the rules, wage scales and conditions of this Local.
5. If a vacancy should occur during the term of any officer of this Union, the President shall have the power to appoint a member in good standing to fill the vacancy temporarily until the vacancy shall have been filled by the membership at a next election.
6. The President shall preside at all meetings of this Union and at all meetings of the Executive Board, and in both assemblies the President shall be without vote except in the event of a tie. The President shall use the prerogative of a member to cast ballots for the election of offices and members, the Local alone to decide ties in these elections.
7. The President shall at all times conduct the meetings in strict accordance with the Constitution, By-Laws and standing rules of this Union and parliamentary law as set forth in Robert's Rules of Order (revised). In the absence of a specific law to govern a given condition, the President shall decide the matter in a spirit of fairness and equity, and such ruling shall be enforced unless changed by the vote of Executive Board or membership.
8. The President shall appoint a Sergeant-of-Arms and assistants as needed for any meetings.
9. The President, to maintain order may dismiss and have ejected from a meeting any disorderly member(s), and may levy reasonable fines for repeated infractions.
10. The President shall form, dissolve, and appoint the chairperson of each committee.
11. The President may countersign bank checks issued by the Secretary-Treasurer of this Union in satisfaction of its proper and legal debts, in accordance with Article Ten, Section 8.

Section 2. VICE PRESIDENT

1. It shall be the duty of the Vice President to work under the direction of the President for all duties of that office, and in the absence of the President call out those duties with full authority.

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2. The Vice President shall be the fifth delegate or the second alternate delegate to all IATSE Conventions.
3. In the event a vacancy occurs in the office of the President, the Vice President shall succeed to the office of President until the vacancy has been filled by the membership at the next scheduled election for that office.
4. The Vice President shall be an ex-officio member of all standing committees of the Local.
5. The Vice President may countersign bank checks issued by the Secretary-Treasurer of this Union in satisfaction of its proper and legal debts, in accordance with Article Ten, Section 8.

Section 3. SECRETARY-TREASURER

1. The Secretary-Treasurer shall be responsible for the handling of all records and correspondence of the Union.
2. It shall be the duty of the Secretary-Treasurer to attend all meetings of the membership and of the Executive Board and to keep minutes, but not necessarily verbatim, of the proceedings of such meetings, and make a proper report thereof to each succeeding regular meeting of this Union, and publish said minutes in the next scheduled newsletter. The Secretary-Treasurer shall keep a duplicate copy of all correspondence and shall be responsible for the seal.
3. The Secretary-Treasurer shall be responsible for the handling of all finance of this Union, and to keep a true and accurate record of all income and disbursements and all assets and liabilities of this Union.
4. The Secretary-Treasurer shall deposit all money in a bank account approved by the Executive Board in a timely manner, same to be in the name of the Local.
5. The Secretary-Treasurer shall collect all dues, fines and assessments from the members and shall determine the standing of all members, and shall make this information available to the general membership at each scheduled membership meeting.
6. The Secretary-Treasurer shall pay by check, or approved electronic means, all bills authorized for payment by the Union in accordance with Article Ten, Section 8, and subject to checks being signed by the Secretary-Treasurer and one other authorized officer of the Local. In an emergency, when the Secretary-Treasurer is not available, two other authorized officers of the Local may sign.
7. The Secretary-Treasurer shall surrender to the Chairman of the Board of Trustees for inspection purposes all books and papers of the Secretary-Treasurer and shall attend such inspection meetings.
8. The Secretary-Treasurer shall be the fourth delegate, or first alternate delegate.

Section 4. BUSINESS MANAGER

1. It shall be the duty of the Business Manager to use every honorable means to procure employment for the members of the Union. The Business Manager shall visit place of employment and see that all laws of this Local are enforced. All members must obey the Business Manager's orders in all strikes and lockouts. The Business Manager shall report regularly on all matters referred to the Business Manager and also on all violations of the laws of this Local by its members and any member of the IATSE and MPTAAC.

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2. The Business Manager shall perform such duties as ordered by the membership or by the Executive Board between membership meetings. The Business Manager shall have full charge of the office of this Union, represent the Local in all dealings with Employers, but shall at all times be under the supervision of the Executive Board.
3. The Business Manager shall be a member, ex-officio, of all negotiating committees. Contracts negotiated by any such committee shall be subject to ratification of the Executive Board unless the committee has, in advance, been empowered by the Executive Board to conclude the contract without ratification.
4. The Business Manger may countersign bank checks issued by the Secretary-Treasurer of this Union in satisfaction of its proper and legal debts, in accordance with Article Ten, Section 8.
5. The Business Manager shall be the second delegate to all IATSE Conventions.

Section 5. REGIONAL REPRESENTATIVE

1. The Regional Representatives (including the At-Large Representative) shall act as the primary conduit for information between the Union and the members of the region which they represent. The Regional Representative will provide reports to the Executive Board regarding all production activity and membership concerns from their area. In addition, the Regional Representative will assist the Business Manager with organizing productions and recruiting new members from their area.
2. The At-Large Representative shall be the third delegate to the IATSE Convention and District 7 Convention when it occurs in conjunction with the IATSE Convention.
3. The Western Tennessee/Northern Mississippi representative shall be the third delegate to District 7 Conventions in the first year after each IATSE Convention.
4. The Middle Tennessee representative shall be the third delegate to District 7 Conventions in the second year after each IATSE Convention.
5. The Eastern Tennessee representative shall be the third delegate to District 7 Conventions in the third year after each IATSE Convention.
6. The Kentucky representative shall be the third delegate to District 8 Conventions.

Section 6. BOARD OF TRUSTEES

1. The Board of Trustees shall consist of three members elected at the regular election. The Chairman of the Board of Trustees shall call meetings of the Board as required. They shall take possession of the books of the Secretary-Treasurer on the second week of August and February and return a signed report as to their condition at the next general membership meeting, and publish same in the next scheduled newsletter. The Board of Trustees shall cause to have Certified Public Accountant review or audit the books of the Local at the end of the fiscal year and represent a report of such findings to the membership of the Local, the expense of such review or audit to be borne by the Local.
2. The Board of Trustees is charged with the responsibility of seeing to it that all officers and employees of this Union who handle its funds and property are bonded to the extent and in the amount and form required by law. The expense of such bonds shall be borne by the Local. They shall have custody of the bonds of all bonded officers and employees.
3. The Board of Trustee shall also be responsible for seeing to it that all books and records of the Local, used as the basis for preparing reports required by law to be filed with the Government, are preserved for at least five years from the date such reports were filed, or for such a period of time as determined by applicable law.

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4. Serving members of the Executive Board shall not be eligible to serve as financial trustees of the Local.

Section 7. DELEGATES TO THE INTERNATIONAL CONVENTION AND OTHER IATSE ASSEMBLIES

1. The Delegates shall perform their duties as prescribed by the Constitution and By-Laws of the International Alliance and report thereon at the next regular membership meeting of the Union following the convention, and by article in the next scheduled newsletter.
2. As permitted by the Charter of the International, the Local shall be entitled to one delegate by virtue of the charter, and one additional delegate for every one hundred members, or major portion thereof, based upon the average membership upon which per capita tax has been paid for the period between Conventions. Only those members for whom the full per capita tax is being paid by the Local to the Alliance shall be counted for the purpose of determining the average membership of the Local.
3. By virtue of office, the President, Business Manager, and At-Large Representative shall be the first three delegates to the IATSE Convention in this order. Western, Middle and Eastern TN regional representatives shall act as third delegate to District 7 Conventions in rotating years following each IATSE Convention, respectively. The Kentucky representative shall act as third delegate to District 8 Conventions. The Secretary-Treasurer, and Vice President shall be the fourth and fifth delegates in order. The additional elected delegates shall follow.
4. Additional delegates are elected by the membership yearly, as needed.
5. Delegates will be afforded housing, transportation and per diem by the Local unless such considerations are otherwise provided.

Section 8. DELEGATES TO LOCAL AFL-CIO ASSEMBLIES

1. The President and the Business Manager shall be the first two delegates, by virtue of office. Additional delegates shall be elected by the membership in local elections yearly.

Section 9. SERGEANT-AT-ARMS

1. The Sergeant-at-Arms appointed by the Chair shall have charge of the door and admit only members in good standing, and the Sergeant-at-Arms shall examine the cards of all members at the door. Members without cards must be vouched for by the Secretary-Treasurer. No others shall be admitted except by special permission from the President or by approval of the Board. Under the direction of the presiding officer the Sergeant-at-Arms shall assist the presiding officer in maintaining order at the meetings, enforcing compliance with the rules and regulations of this Local, and carrying out such instructions as are given by the presiding officer.

Section 10. COMPENSATION OF OFFICERS

1. The designation of those officers to be compensated for their services and the amount of compensation they are to be paid shall be determined by a two-thirds majority vote of Executive Board. Once fixed the amount shall not be reduced during the term of office.

Section 11. OFFICER VACANCY

1. In the event the President, Vice President, and the Business Manager are absent from any meeting any member of the Executive Board or a member shall call the meeting to order and conduct an election by majority vote, for the President Pro-Tem.

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2. When any Executive Board member or officer of this Local is absent from three (3) consecutive meetings, regular or executive, except for sickness, injury, valid work requirement, or with the permission of the President or the Executive Board, that office shall automatically become vacant and an election in accordance with Article Six shall be held to fill the resulting vacancy. Any member who has been removed from office because of non-attendance will not be eligible for any office until one (1) year has elapsed from the date of removal from office.

ARTICLE EIGHT - The Executive Board

1. The Executive Board shall consist of those officers stipulated in Article Six, Section 1. The President shall be Chairman of the Executive Board. The Executive Board shall, as promptly as possible after its first installation into office, convene and the Chairman with the approval of the Executive Board shall select a date, time and place for the next Executive Board Meeting. This procedure shall be followed at subsequent Executive Board Meetings. A majority of the members of the Executive Board shall constitute a quorum for the legal transaction of business.
2. The Executive Board shall investigate all complaints of members and decide, if possible, upon all questions in dispute between employee and employer, accepting any honorable means toward an amicable settlement that may be deemed essential to the best interests of this Union.
3. The Executive Board shall also decide on all matters referred to them by the Local and the decision of the Board shall be binding in all cases, unless reversed by a two-thirds vote of the Local in regular meeting assembled. The Executive Board shall transact and supervise all business of this Local between regular meetings, and their actions shall be binding, subject to approval of the Local at the time of their regular meeting.
4. After the Executive Board has taken cognizance of any changes, the President shall appoint a trial board consisting of two (2) members of the Executive Board and three rank and file members to sit as the trial body in accordance with Articles Twelve and Thirteen.
5. Any member aggrieved by the decision, rule, regulation, order or any other act or omission or mandate of an officer or the Executive Board of this Local may appeal in the following order: (1) from an officer's decision to the Executive Board; (2) from the Executive Board's decision to the Union in meeting assembled; (3) from the Union's decision to the International President of the IATSE; (4) from the IATSE President to General Executive Board; (5) from the General Executive Board to the IATSE and MPTAAC of the United States and Canada in convention assembled and the latter body shall be the tribunal of ultimate judgment. Appeals shall be cognizable only if filed within thirty (30) days after receipt of the decision by the aggrieved. They must be submitted in writing and personally signed by the appellant. However, in the interim rulings of any proper tribunal of this Local or the Alliance shall be enforced pending disposal of appeal, unless a stay of the decision has, upon application, been granted. All appeals by a member to the membership of the Local must be heard within sixty (60) days of the date the appeal was filed or the member may appeal directly to the International President. Appeals concerning nominations or elections must be made within fifteen (15) days.

ARTICLE NINE – Transfer, Reinstatement, and Retirement

Section 1. TRANSFER

1. Any members of another Local of this Alliance wishing to transfer their membership to this Local shall present their application as if a candidate for new membership.

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Section 2. REINSTATEMENT OF MEMBERS

1. Any member who has been expelled shall be required to make application as a new member, and shall be governed by all conditions pertaining to same.
2. Members who have previously taken an honorable withdrawal from the Alliance shall be required to pay the one time fee to the International, and all back due and obligations to the Local before they will be re-admitted for membership, unless waived or modified by a majority vote of the Executive Board.

Section 3. RETIREMENT

1. Members at least 65 years of age with 25 years of membership in the Alliance may at their option be declared Retired Members. Retired Member shall have voice but no vote at Union meetings and shall not be eligible to hold office.

ARTICLE TEN - Revenues

Section 1. INITIATION FEES

1. The initiation fee may be reduced or waived by vote of the Executive Board for organizational purposes. The membership will be notified of any reduction or waiver at the next regular meeting and by the newsletter.
2. For transfer applicants, the initiation fee shall be half of whatever the current initiation fee is for new applicants, or whatever reasonable amount has been set by the Executive Board.

Section 2. QUARTERLY DUES

1. The quarterly dues payable by each member shall be of not less than Ten Dollars (\$10.00) over and above the amount of the per capita tax charged by the International per quarter. The quarterly dues are due and payable by the beginning of each quarter.

Section 3. WORK ASSESSMENTS

1. 3.5% of the earnings of members from work under the Local's jurisdiction, is due and payable thirty days after earned and received.

Section 4. SPECIAL ASSESSMENTS

1. If at any time the Executive Board deems it necessary to acquire additional revenue, for the best interests of the Union, it shall recommend to the membership a special assessment, which must be approved by secret ballot by majority vote of the members in good standing referendum.

Section 5. CHANGES IN FINANCIAL RESPONSIBILITIES

1. The amount of quarterly dues, work assessments, penalties, and fees provided for in this Article, shall not be increased or reduced unless approved by postal ballot by a two-thirds vote of the members in good standing by referendum, subject to a quorum of eligible members.

Section 6. INVESTMENTS

1. The Executive Board, subject to the guidance and approval of the Board of Trustee's, shall be permitted to invest the surplus money of this Local in United States securities, or other safe and prudent instruments.

Section 7. OUT-OF-TOWN MEMBERS

1. Members of other Locals of the Alliance and individuals of the Bargaining Unit working in the contractual jurisdiction of this Local shall pay the same percentage of weekly earnings as the regular members of this Local may be required to pay but they shall not be required to pay Quarterly Dues to this Local.

Section 8. AUTHORITY TO EXPEND FUNDS

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

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2. The funds shall be expended only through the use of the Purchase Order system, as per policies and procedures approved by the Board of Trustee's and implemented by the Executive Board.

ARTICLE ELEVEN – Good Standing

1. Members in good standing of this Local shall enjoy all rights, privileges and benefits of this Constitution and By-Laws.
2. Failure on the part of any member to pay any financial obligations to this Local within fifteen (15) days of notification shall result in such member being automatically declared not in good standing. A member not in good standing shall be deprived of the right to hold office, to vote or attend meetings (except to exercise the right of appeal). If such default continues for a period of more than six months from the date of notification of when the financial obligation first became payable, and should the member fail to pay up in full any indebtedness within fifteen (15) days after written notice by certified mail of the default (such written notice to specify the amount due and how such amount was arrived at), the member shall be deemed automatically expelled unless prior thereto, the member has been granted an extension of time to pay by vote of the Executive Board.
3. The term "In Good Standing" as used in this Constitution and By-Laws shall be construed to mean that member(s) have fully complied with all obligations to the Local not only financially but in all other regards.
4. Payment of any financial obligation due by a member to the Local shall be enforceable by fine or expulsion and, in addition thereto, by resort to court action. If court action is required, the delinquent member shall also be liable to the Local for reasonable legal fees and other expenses incurred by it in connection with the suit.
5. Any member who through circumstances beyond their control, is unable to pay their financial obligations to this Local in a timely fashion, may request terms of payment from the Executive Board. The request shall be in writing, and include the reason(s) for the request, the total amount due, and a projected schedule of payments.
This request shall be mailed to the Secretary-Treasurer, in care of the Local No. 492 office, and shall be considered and decided upon at the next convened meeting of the Executive Board. Any member approved or disapproved for terms of payment shall be notified, in writing, within ten (10) days of the decision. Any notice of disapproval shall include the reason(s) for the action.
Any member approved for terms of payment by the Executive Board may be granted a waiver of any or all fines or other penalties, such as may be incurred for indebtedness to the Local, effective as of the date the request for terms of payment was received by the Local.
Any member failing to meet their own terms of payment deadlines shall be reassessed any and all previously waived fines or other penalties applicable to their particular indebtedness.

ARTICLE TWELVE – Impeachment of Officers

Section 1. GROUNDS

1. Any officer of this Local may be impeached for a violation of their official duties or for any infringement of the Constitution and By-Laws.

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Section 2. CHARGES

1. All charges against an officer of this Local must be in writing, in the form of a sworn affidavit, reciting clearly the offense charged, the name of the accused, the time, place and nature of the violation, the Section or Sections of this Constitution and By-Laws or of the Constitution and By-Laws of the International alleged to have been violated, over the signature of the accuser, together with a statement of the names of all witnesses to the offense who are known to the accuser and must be filed within sixty (60) days after the offense becomes known to the accuser or reasonably should have been discovered.

Section 3. PENALTY FOR PREFERRING FALSE CHARGES

1. If false charges shall be maliciously preferred against any officer, the person or persons preferring such charges shall be fined twenty-five hundred dollars (\$2500.00), the fine to be imposed upon the acquittal of the accused officer, plus the expense of the proceeding.

Section 4. CHARGES FILED IN DUPLICATE

1. Charges shall be filed in duplicate but only the original need bear the seal of the Notary Public before whom the affidavit was sworn.

Section 5. BY WHOM AND TO WHOM REFERRED

1. Charges against officer may be preferred by any member or office of the Alliance. Charges shall be filed with the Secretary-Treasurer of this Local. The Trial Board shall act as the trial body. If a majority of the Executive Board members have been charged, the charges may be filed with the International President who shall be empowered in that event to appoint the members of a Trial Body who may be either members of this Local or any other Local of the Alliance.

Section 6. COGNIZANCE OF CHARGES

1. The Secretary-Treasurer shall refer the charges to the Executive Board which shall have the power to declare such charges cognizable or not. If cognizance is taken of the charges, the Executive Board may, if it deems it necessary or advisable, temporarily suspend the accused from the office and suspend further payment of salary, pending the outcome of the trial. The President shall in that event make suitable provisions for the efficient discharge of the duties of the accused during the suspended period. If the Secretary-Treasurer is charged, the charges may be filed with any other officer of the Local not under charges. If cognizance is not received, then the accuser may take the charges before the general membership.

Section 7. WITHDRAWAL OF CHARGES

1. After charges have been referred to the Executive Board they shall not be withdrawn unless the officer accused and the Executive Board both shall consent to the withdrawal.

Section 8. NOTICE

1. Within ten days after cognizance of the charges it taken, the Trial Board shall cause to be served upon the accused officer, personally, or where this is impossible, by certified mail to their last known address, a duplicate copy of the charges and shall notify them of the time and place appointed for the hearing thereon. Provided that such notice shall be served on or mailed to the accused at least ten days prior to the date appointed for the hearing.

Section 9. CONTINUANCE

1. Should the accused be unable for proper cause to attend a hearing at the time and place designated, the accused shall, at the discretion of the Trial Board, be granted a postponement or continuance to some place and date agreed upon.

Section 10. APPEARANCE FOR TRIAL

1. If the accused so desires, the accused may waive the right of appearing before the Trial Board, and may designate a fellow member as counsel to appear and conduct the defense, provided that such waiver of appearance shall not be prejudicial to the accused and the trial shall, if the accused fails to appear, proceed in the accused absence.

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Section 11. TRIAL

1. The Trial Board shall sit as the trial body in all impeachment cases and shall conduct at the hearing upon the charges a thorough inquiry into the merits of the case, according to the complaint and the accused alike, a full and impartial hearing. In the conduct of such trial the provisions of Article Thirteen, Section 17, 18, 19, 20 and 21 of this Constitution shall be observed.

Section 12. WAIVER OF TRIAL

1. If charges as required by Section 2 hereof have been filed, the accused may plead guilty and waive the holding of the trial provided they do so in a written, notarized and witnessed statement and have been advised in writing as to the range of penalties that may be imposed upon them by reason of such plea. If the accused wishes to plead guilty with an explanation, such explanation shall also be in written form. An accused who pleads guilty to charges shall be deemed to have waived their right to appeal to raise any question concerning their guilt or innocence and their appeal in that even shall be limited to the question of the appropriateness of the penalty or penalties imposed upon them. No stenographic transcript or recording shall be required if a plea of guilty is entered in accordance herewith.

Section 13. PENALTY

1. The guilt or innocence of the accused shall be determined by a majority vote of the Trial Board. If the accused is found guilty as charged it shall then become the duty of the said Board to declare the office of the accused vacant and the successor of said officer shall be selected in a manner provided in this Constitution.

ARTICLE THIRTEEN - Discipline of Members

Section 1. GROUNDS

1. In addition to the penalties expressly provided under the various sections of this Constitution and By-Laws, any member who shall breach their duty as a member by violation of the express provisions of the Constitution and By-Laws of this Local or of the Alliance or by such conduct as is detrimental to the advancement of the purposes which this Local or the Alliance pursues, or as would reflect discredit upon this Local or the Alliance, shall be subject to discipline in the manner set forth.

Section 2. FAIR TRIAL

1. Nothing in the provision of this Constitution and By-Laws shall be construed to deprive a member charged with a violation thereof the right to a fair trial whereby guilt or innocence may be determined, with the exception that a member who has defaulted in the payment of any dues, fees, fines, or assessments lawfully imposed under this Constitution and By-Laws, shall not be entitled to stand trial, but shall be punished summarily as this Constitution and By-Laws provide.

Section 3. CHARGES

1. All charges against a member for a violation of the provisions of this Constitution and By-Laws must be in writing, in the form of a sworn affidavit, reciting clearly the offense charged, the name of the accused, the time, place and nature of the violation, the section or sections of this Constitution and By-Laws alleged to have been violated, over the signature of the accuser, together with a statement of the names of all witnesses to the offense charged who shall be known to the accuser.

Section 4. PENALTY FOR PREFERRING FALSE CHARGES

1. If false charges shall be maliciously preferred against any member, the person or persons preferring such charges shall be fined twenty-five hundred dollars (\$2500.00), the fine to be imposed upon the acquittal of the accused member, plus the expense of the proceeding.

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Section 5. CHARGES FILED IN DUPLICATE

1. Charges shall be filed in duplicate but only the original need bear the seal of the Notary Public before whom the affidavit was sworn.

Section 6. TO WHOM PREFERRED AND WHEN

1. Charges shall be filed with the Secretary-Treasurer of the Local within sixty (60) calendar days after the offense becomes known or should have become known to the person making the charge. If the Secretary-Treasurer of the Local is charged, the charges may be filed with any other officer of the Local not under charges.

Section 7. WITHDRAWAL OF CHARGES

1. After charges have been filed with the Secretary-Treasurer, the charges shall not be withdrawn unless the member accused shall consent to the withdrawal.

Section 8. COGNIZANCE OF CHARGES

1. The Secretary-Treasurer shall refer the charges to the Executive Board which shall have the power to declare such charges cognizable or not. If the Secretary-Treasurer is charged, the charges may be filed with any other officer of the Local not under charges. If cognizance is not received, then the accuser may take the charges before the general membership.

Section 9. PUBLICATION OF CHARGES

1. After the Executive Board has taken cognizance of the charges, they shall be read at the next regular meeting by the presiding officer. No debate or discussion shall be permitted, but the presiding officer shall request those having personal knowledge of any of the facts alleged in the charges to submit their names as witnesses to the Secretary-Treasurer of the meeting. The presiding officer shall refer the charges to the Trial Board for trial.

Section 10. WAIVER OF TRIAL

1. If charges as required by Section 3 hereof have been filed, the accused may plead guilty and waive the holding of the trial provided they do so in a written, notarized and witnessed statement and have been advised in writing as to the range of penalties that may be imposed upon them by reason of such plea. If the accused wishes to plead guilty with an explanation, such explanation shall also be in written form. An accused who pleads guilty to charges shall be deemed to have waived the right to appeal to raise any question concerning their guilt or innocence and their appeal in that event shall be limited to the question of the appropriateness of the penalty or penalties imposed upon them. No stenographic transcript or recording shall be required if a plea of guilty is entered in accordance herewith.

Section 11. NOTICE

1. Within ten days after reference of the charges, the Trial Board shall cause to be served upon the accused personally, or where this is impossible, by registered mail to their last known address, a duplicate copy of the charges, and the time and place appointed for the hearing thereon. Provided, that such notice shall be served upon or mailed to the accused at least fifteen (15) calendar days prior to the date appointed for the hearing.

Section 12. POSTPONEMENTS

1. Should the accused be unable for proper cause to attend the hearing at the time and place designated, the Trial Board upon application, may grant a postponement or continuance to some place and date agreed upon.

Section 13. APPEARANCE FOR TRIAL

1. If the accused so desires, they may waive the right of appearing before the Trial Board for hearing upon the charges preferred, or may designate a fellow member as counsel to appear and conduct the defense. Provided, that the waiver of appearance shall not be prejudicial to the accused, and the trial shall, if the accused fails to appear, proceed in their absence, the Board hearing all evidence and basing its decision as to the guilt of the accused solely thereon.

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Section 14. TRIAL BODY

1. The Trial Board shall sit as a trial body to hear all the evidence upon the charges, and to determine the guilt or innocence of the accused, and if found guilty, to make recommendations as to the penalty to be imposed.

Section 15. CHALLENGES

1. The accused shall have the privilege of challenging the right of any member of the Board to sit upon their case, and in the event of such challenge, the other members of the Board shall pass upon its validity, sustaining it or overruling it.

Section 16. HEARING

1. The accused shall, at the hearing upon the charges, have the right to present their defense in full, and to confront and question all witnesses and to examine all of the evidence of the case.

Section 17. MEMBER COUNSEL

1. The accused shall have the right to be represented by counsel, who shall be a member of this Alliance in good standing.

Section 18. WITNESSES SWORN

1. Whenever the accused or the Trial Board so request, the testimony of any witness must be taken under oath, to be administered by the Chairman of the Board.

Section 19. DEPOSITIONS

1. If a witness be unable to attend the trial, a written deposition of their testimony shall be taken in the form of an affidavit, and such portions of it as are not denied by the accused shall be admitted as evidence.

Section 20. TRANSCRIPT

1. A written verbatim transcript of all testimony adduced at the hearing shall be made. The Trial Board may elect to record the proceedings and in that event the recording must be fully and accurately transcribed in typewritten form in case of an appeal to the International President.

Section 21. REPORT OF FINDINGS

1. The Trial Board shall, after hearing all the evidence, render a written report of its findings as to the guilt or innocence of the accused and, if the accused be found guilty, the penalty to be imposed. A copy thereof shall be filed with the Secretary-Treasurer of the Local and a copy shall be served by certified mail on the accused within 10 working days. A copy of the transcript of the evidence and proceedings at the hearing shall be available for examination by the accused and or member counsel at the offices of the Local. If so required by the accused a copy thereof shall be furnished to the accused at their own expense. Immediately upon the receipt of the transcript, the Local shall notify the accused in writing of its availability.

Section 22. ACTION BY MEMBERSHIP OF LOCAL UNION

1. At the next membership meeting of the Local but in no event sooner than twenty (20) days from the date on which the accused has been notified of the availability of a transcript, the report of the Trial Board shall be submitted to the membership for appropriate action as hereinafter provided. The transcript of the hearing shall not be read except upon motion duly seconded and carried by majority vote of the members present or if so requested by the accused or in any case under the circumstances referred to in Section 24 thereof.

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Section 23. ACQUITTAL OR CONVICTION

1. After submission of the report, the accused, if aggrieved by the decision of the Trial Board, and any other member in attendance at the meeting, including members of the Trial Board shall be afforded an opportunity to speak either in favor of or against such decision. Upon completion of debate, the membership shall proceed to vote upon the findings of the Trial Board as to the guilt or innocence of the accused. If a majority of the members present so vote, the findings of the Trial Board shall be adopted. If the findings are not accepted the transcript shall be read unless this has been done heretofore, and the question shall be put whether the accused shall be granted a trial by the membership or whether the membership shall proceed to ballot, on the guilt of the accused. If a majority of the members present vote for the latter procedure, a ballot shall be taken on the guilt of the accused, and if two-thirds of the members present shall vote contrary to the findings of the Trial Board, the findings shall stand reversed, otherwise the findings shall be upheld.

Section 24. IMPOSITION OF PENALTIES

1. If the accused be found guilty of an offense for which no specific penalty is fixed by the Constitution or By-Laws, the membership shall then proceed to ballot upon the decision of the Trial Board as to the penalty to be imposed. If a majority of the members present so vote, the penalty fixed by the Trial Board shall be adopted. If a majority of the members present reject the penalty decided upon the Trial Board, the membership shall then proceed to ballot on the penalty to be imposed, the members voting to expel, suspend, fine and/or reprimand. An accused found guilty may be also assessed the costs of the trial.
2. When membership voting on the report of the Trial Board is completed, available remedies within the Local shall be deemed exhausted.

Section 25. SENTENCE REPORTED TO INTERNATIONAL PRESIDENT

1. A report of the sentence imposed upon an accused member shall be forwarded by the President of the Local to the International President of the Alliance for filing.

ARTICLE FOURTEEN – Appeals

Section 1. RIGHT OF APPEAL

1. Any member aggrieved by the decision, rule, regulation, order or any other act or omission or mandate of an officer of the Executive Board of this Local may, after exhausting their remedies within the Local by appeal to the membership, appeal their case in the following order: (1) from the decision of the membership of the Local to the International President of this Alliance; (2) the decision of the International President to General Executive Board; (3) from the ruling of the General Executive Board to the Alliance in convention assembled and the latter body shall be the tribunal of ultimate judgment. However, in the interim, rulings of any proper tribunal of this Local or the Alliance shall be enforced pending disposal of appeal, unless a stay of the decision has, upon application, been granted. All appeals by a member to the membership of the Local must be heard within sixty (60) days of the date the appeal was filed or the member may appeal directly to the International President.

Section 2. TIME ALLOWED FOR FILING

1. Appeals shall be cognizable only if filed within thirty (30) days after the decision appealed from. Appeals concerning nominations or elections must be made within fifteen (15) days. ✓

Section 3. MUST BE IN WRITING

1. All appeals to the International must be in writing, setting forth those facts which the appellant shall consider entitle them to a reversal of the ruling, and signed by the appellant.

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Section 4. COPY OF APPEAL

1. When an appeal is taken to the International President from the decision of the Local, a copy of the appeal shall be filed with the Secretary-Treasurer of the Local. Within two weeks the Local should forward to the International President all the records in the case. If the appeal involves a determination made after trial of charges against a member or officer, the records in the case shall include the sworn charges, and the transcript of testimony or if a recording was made, the original unedited recording and a typewritten transcript thereof, the findings and sentence, and any additional matters of evidence on record. The correctness of the transcript or of the recording and stenographic transcript thereof and the record shall be certified by the Local under the appropriate seal. The Local shall also answer to the appeal, setting forth reasons in support of its decision, and serve a copy of the answer on the appellant.

Section 5. DECISIONS CONCLUSIVE

1. The members of the Local shall submit all their rights within the Local and the Alliance first to determinations of their proper tribunals.

Section 6. EXHAUSTING INTERNAL REMEDIES

1. The members further consent to be disciplined in the manner provided by this Constitution and By-Laws, and under no circumstance to resort to outside tribunals until all the remedies therein provided shall have been exhausted.

ARTICLE FIFTEEN – Permanency

1. This Local shall not dissolve itself while there are fifteen (15) dissenting Members, nor shall this article of the Constitution be subjected to any alteration or amendment whatsoever.

ARTICLE SIXTEEN – Altering or Amending the Constitution

1. Proposed alterations or amendments to this constitution must be submitted in writing to the Secretary-Treasurer of the Local and signed by fifteen (15) members in good standing. Such alterations or amendments to this Constitution shall then be sent to all members in good standing for review. It will then be made available at two consecutive meetings at which it shall be discussed, without alteration or amendment. After the two review sessions, it will be balloted on by secret mail ballot, as described in Article 6, Section 5, and once a quorum of the membership is reached, must then receive the favorable vote of at least two-thirds of the members voting. No such alteration or amendment shall, however, be effective until it is endorsed by the International President.

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BY-LAWS

Section 1. UNION PROFESSIONALISM

All members will at all times display the highest level of professional decorum and attitude. Members will, by positive word and deed, promote the value of the Union to both employer and fellow employee alike.

Section 2. PROMOTION

All Members shall be required, within applicable Federal, State, and Local laws, to promote and secure full employment for all members of this Local.

Section 3. JOB ACTION

Members of this Local shall at all times, obey the instructions of the Business Manager, members of the Local's Executive Board, or the International, as they pertain to any job action.

Section 4. MEMBER RESPONSIBILITIES

Members are responsible for attending meetings, being involved, paying obligations promptly, notifying the Local when a change in working status, following the lawful instructions of the Executive Board, International officers, or superiors on the job, and taking advantage of orientation, training, and professional advancement programs offered by the Local or outside source.

Section 5. WORKING

Members shall report all contact with productions, or potential productions, to the Local, understand the contract and working conditions of the same, handle grievances in the appropriate manner, not work for less than rates or conditions as set forth in the contract, follow the instructions of department heads, be responsible for their working environment, and report wages in an honest fashion.

Section 6. ARBITRATION/GRIEVANCE

The arbitration and grievance process for employee/employer problems will be resolved based on the contractual procedures as outline within the individual contacts. The Business Manager will work to resolve all differences in a timely fashion and report the outcome to the membership.

Section 7. CONDUCT UNBECOMING A MEMBER

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

Section 8. MEMBERS OF COMMITTEES

Any member of a committee who shall refuse or neglect to perform their duty shall be removed by the Chairman.

Section 9. SUMMONS

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

Section 10. ADDRESS OF MEMBERS

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

Section 11. DONATION OF SERVICES

No member shall be permitted to donate their services gratis except by permission of the Business Manger under penalty of a fine.

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Section 12. ALTERATION OF BY-LAWS

Proposed alterations or amendments to these By-Laws must be submitted in writing to the Secretary-Treasurer of the Local and signed by fifteen (15) members in good standing. Such alterations or amendments to the By-Laws shall then be sent to all members in good standing and by publication in the next scheduled newsletter, then receive a reading at a regular meeting after which it shall be discussed and balloted on by postal ballot and must receive the favorable vote of at least two-thirds of the membership voting. No such alteration or amendment shall, however, be effective until it is endorsed by the International President.

Section 13. BAD CHECKS

It shall be the responsibility of the member to make whole the Local, any check that fail to clear the bank, i.e. "bounced" or NSF check.

IATSE Local 492 CONSTITUTION AND BYLAWS

RULES OF ORDER

Order of Business for All Meetings

1. Opening of the meeting
 - A. Call to Order
 - B. Moment of Silence (if necessary)
2. Roll Call of Officers
3. Introduction of visiting members and distinguished guests
4. Approval of the minutes or preceding sessions
5. Secretary-Treasurers report
 - A. Communications
 - B. Bills
 - C. Treasurer's report/Trustee's report
6. Other Executive Board Member's reports
 - A. President
 - B. Vice President
 - C. Business Manager
 - D. Area Representatives (W. TN & N. MS, Middle TN, E. TN, KY)
7. Reports from Committees
 - A. Membership Committee
 - B. Other Active Committees
8. Unfinished business
9. New business
10. Good and Welfare
11. Closing of the meeting

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STANDING RULES

1. No business shall be taken up except in the order prescribed, unless on motion, such irregularities shall be sanctioned by a majority of the members present.
2. No motion shall be received or laid before this Union, unless moved by two members, nor open for discussion until stated by the presiding officer. When a question is before the Union, no other motions shall be in order, except, first to adjourn; second, to lay on the table; third, the previous question; fourth, to postpone; fifth, to refer; sixth, to amend; which motions shall take precedence in the order in which they are arranged. The first three shall be decided without debate, unless it is proposed to postpone to a definite period, in which case it shall be debatable.
3. Resolutions, amendments to the Constitution and By-Laws and charges against officers and members, must in all cases be presented in writing, otherwise they shall not be considered.
4. The mover of any verbal proposition shall, upon the request of the chair, or two or more members, reduce it to writing. A written proposal then may be, at the discretion of the board, be held over to the next meeting, or if a time line or local issue is involved, be brought before the membership at the present meeting.
5. Any member entitled to a vote may move for a division of the question when the sense of the same will admit it.
6. A motion to reconsider any former motion or vote shall only be made and seconded by members who voted in the majority.
7. When the reading of any paper is called for and objected to, the question shall be decided by majority vote.
8. When members speak they shall rise and address the presiding officer, confirming themselves strictly to the merits of the question under consideration. A member shall not be interrupted while speaking, unless by the presiding officer, who may call to order, or admonish to a closer adherence to the subject, and to avoid all personalities. Nor shall a member be allowed to speak more than twice on the same subject without the permission of the presiding officer. When two or more members rise at once, the presiding officer shall decide who shall speak first.
9. On the call of five members for the previous question the President shall put in this form: "Shall the question now be put?" and until this is decided it shall preclude all amendments to the main question and further debate shall cease.
10. The officer of member presiding in the absence of the President shall for the time, possess all the powers and privileges vested in the President by the Constitution and By-Laws of this Union.
11. No subject of a religious nature shall at any time be admitted.