



I.A.T.S.E MIXED LOCAL 665

CONSTITUTION and BY-LAWS

Amended April 28, 2019

**Constitution & By-Laws
Mixed Local Union 665,
International Alliance of Theatrical
Stage Employees and
Moving Picture Technicians, Artists and Allied Crafts
of
The United States and Canada Affiliated with
Hawaii State Federation of Labor
AFL-CIO**

**Chartered June 7, 1937
Adopted, June 27, 1999**

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Pledge

I, the undersigned, as a condition of my membership in Local 665 and the International Alliance Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada, do solemnly pledge myself to accept and abide by the provisions of this Constitution and By-Laws, as now in force and as hereafter legally amended, and hereby express my consent to be governed thereby in the conduct of my trade and in my relationship with the Local and the Alliance.

Signature of Member

Installation of Officers

I, (full name) do hereby pledge my word of honor to perform the duties of my office as set forth in the Constitution and By-Laws of this Union to the best of my ability and to bear true allegiance to the International Alliance. At the close of my official term, I solemnly promise that I shall deliver to my successor in office all books, papers, and property of this Union and of the International Alliance which may be in my possession. To these promises I pledge you my word, fully realizing that to violate this pledge is to stamp me a person unworthy of trust.

(Installing Officer): You have obligated yourself to faithfully and to the best of your ability discharge the duties of your office. You will now proceed to your station and perform the duties of that office and so conduct yourself as to be worthy of the trust reposed to you.

Preamble

We, the members of IATSE Hawaii Mixed Local 665 adopt this Constitution and By-Laws to define and establish the purpose and means of our common interest as union members in the entertainment, convention services and tradeshow industry.

We join as one to protect and promote ourselves as industry leaders, to strengthen our job security, to maintain a safe working environment, to secure comprehensive medical and retirement benefits, and to improve our wages and terms of employment in order to advance our economic and social standing in the community.

We shall accomplish these aims through unity, democracy, and service. We shall elect leaders dedicated to the responsible service of our membership and acknowledge volunteers from within our ranks who serve the collective interest of this body. We shall strive to advance our interests in the public eye, the industry and within the IATSE. Above all, we shall conduct our affairs as union professionals in our industry. We shall always remember that first and foremost we are union.

Article 1

Name Affiliation and Jurisdiction

Section 1.

The name of this organization shall be Mixed Local Union No. 665, International Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada, AFL-CIO, CLC (hereinafter called the “Local”).

Section 2.

This Local has been established since June 7, 1937 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.

The structure of the Local shall consist of two primary Craft Divisions, as follows:

Craft Division One (Exhibitors):

1. Moving Picture Projectionists
2. Airport Film Technician
3. Closed Circuit Video Technicians

Craft Division Two:

1. Theatrical Stage Technicians (stagehands)
2. Convention/Industrial Technicians
3. Television and Film Production Technicians

Section 4.

This Local shall have the right to establish new primary craft divisions, in addition to those set out in Section 3 herein, with the prior approval of the International.

Section 5.

It shall never be construed, by interpretation or otherwise, that members of this Local and/or persons represented by this Local are to be prohibited from qualifying for employment referrals within craft divisions of the Local.

Section 6.

Jurisdiction of this Local shall embrace the jurisdiction set forth in the Charter granted, and as more fully defined in Article 18, Section 9 and 10 of the International Constitution.

Article 2 Objects

Section 1.

This Local is dedicated to the principles of trade unionism. Its objects 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 free trade unionism.
- (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.

Section 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 3 Membership

Section 1. Qualification for Membership

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

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

Any person applying for membership in this Local must be of good moral character and reputation, and unless waived by the International for proper cause upon application by the Local, must have been a resident for at least eighteen (18) months immediately preceding his application within its jurisdiction. Such applicant shall be of legal age to engage in gainful employment within the jurisdiction of this Local.

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.

Section 2. Application for Membership

Every application for membership must be made upon the official printed form supplied by the International to the Local.

Each application must be endorsed by the General Secretary-Treasurer of the International before any final action is taken by the Local upon the admission of the applicant, and if their endorsement is refused the applicant shall be rejected.

Each application must be accompanied by a \$1,000.00 initiation fee (to be returned if application is rejected); and, such processing fee as may be determined by the General Office and the Local. This processing fee is not returnable. Any applicant who is guilty of making false statements, upon conviction, shall be thereafter denied admission to membership in this Local. Any initiation fee paid by such member shall be forfeited upon his expulsion.

Section 3. Examination of the Applicants

Applicants for membership may, if so decided by the body, be required to pass satisfactory examination as to competency and qualifications. Such examination shall be before a Board of Examiners, appointed by the President and approved by the Executive Board, and the examination shall be uniform for all applicants. The approval of the Board of Examiners is essential before further action is taken.

Section 4. Balloting on Applicants

An applicant who has complied with the preceding sections of this Article and who is, thereunder eligible for membership shall be proposed for admission at a regular meeting of the Local.

Such applicant shall not be present when his name is proposed for membership. Open discussion shall be permitted, and at that meeting of the Local, their application shall be balloted upon, and a vote of the majority of the members present shall be required for the acceptance of said applicant.

Article 4 Headquarters

The headquarters and main office of this Local shall be within the City and County of Honolulu, State of Hawaii, at such place as may be designated by the Local.

Article 5 Government

Section 1. Supreme Law

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

Section 2. Membership Meetings

All members, who are in good standing, shall be afforded the opportunity of attending the scheduled General Membership meeting on the fourth Sunday of each month at 9:30 a.m. unless changed by a majority vote of the membership.

Special meetings shall be called by the President on petition of no less than seven (7) members for the transaction of lawful business. No business other than that for which such meeting is called, shall be conducted thereat. A majority of the Executive Board as well as the President shall also have the power to call special meetings.

A quorum of twenty (20) members in good standing is required to open a General Membership meeting, three of which must be from the Executive Board, for the transaction of lawful business. All members shall produce a paid up to date membership card and/or receipt of financial obligations when requested by the Sergeant-at-Arms.

Section 3. Executive Board Meetings

The Executive Board shall meet at least once a month 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 meetings. A majority of the members of the Executive Board shall constitute a quorum.

Section 4. Electronic Meetings

Electronic meetings for General Membership meetings, Executive Board meetings and committees established by the Constitution and By-Laws are authorized through the use of an audio, visual and/or other communications equipment by means of which all participating in the meeting can communicate simultaneously.

Article 6

Nomination and Election of Officers

Section 1. Elected Officers and Eligibility

There shall be elected to office the following Officers, viz:

President

Vice President

Five Executive Board Members-at-Large

Secretary-Treasurer

Business Representative

Board of Trustees to consist of three (3) members

Sergeant-at-Arms

Delegates to the International Convention and District Conventions

Delegates to the State AFL-CIO

Delegates to other Labor Assemblies

The Executive Board shall consist of the President, Vice President; Five Executive Board Members-at-Large; Secretary-Treasurer; and the Business Representative.

To be eligible for office, a person must have been a member in continuous good standing in this Local for a period of two (2) years immediately prior to nomination, and who is not disqualified from holding office under any applicable government law, or where such requirement has been waived in writing by the International President in special cases where the circumstances in his judgment

warrant it. Any member in good standing shall be eligible to run for Delegate to the International Convention.

The President, Business Representative and Secretary-Treasurer shall serve automatically as Delegates to the International and District Conventions and other assemblies by virtue of their offices. All other Delegates must be nominated and elected.

Section 2. Nominations

Nominations must be made at the Regular General Membership meeting every third year in the month of October. No member shall be nominated if absent when their name is presented, unless their written consent to be a candidate has been presented and filed with the Secretary-Treasurer before or at the nominating meeting. A quorum at the nomination meeting is not required to proceed with nomination.

The Chairman shall repeat three (3) times, “Are there any other nominations?”, before declaring nominations closed.

With the exception of Delegates to the International Convention, State AFL-CIO, and other Labor Assemblies, a candidate shall run for one elective office only. If nominated for more than one office, the member shall be required, prior to the close of nominations, to designate the office for which he or she wishes to run; failing to so designate, he or she shall be a candidate for the office for which he or she was first nominated and shall be deemed to have declined the other nomination.

After nominations have closed and before the printing of the ballots, the President shall appoint an Election Committee to have charge of the proper conduct of the election. The Election Committee shall consist of a judge and four (4) tellers, none of whom shall be candidates, to assist under the judge’s direction.

Members shall be notified by mail of the date, time, and place of the meeting at which nomination are to be taken at least fifteen (15) days in advance of such meeting.

Section 3. Elections

Election of officers shall take place every three years on the Friday preceding the regularly scheduled general membership meeting in the month of December. This day may be changed by the Judge of Election to another day preceding the December meeting if either meeting day or Election Day conflicts with a holiday. Officers shall be elected by the mailed in (referendum) secret ballot election method.

The Election Committee shall meet with the proper union officials to compile a voter eligibility list. The eligibility list shall include the member’s full name and last known address. Five (5) weeks prior to election day, all eligible members in good standing as of that date will be placed on a “Voter Eligibility List”. A member in good standing for this Article is a member who is current in all financial obligations to the local including his dues, IA per capita stamps, loan obligations and fines or is not under suspension from membership.

The Election Committee shall verify the eligibility of each candidate to run for office. The legal name of each candidate should be listed on the ballot. The candidates shall be listed in alphabetical order for each office. The Election Committee shall have the ballots printed and a certification as to the number of ballots printed and delivered should be obtained from the printer.

An official ballot shall be sent to all members who are not suspended by first class mail as per the Department of Labor's guidelines for conducting a mail ballot election. The ballots shall be mailed at least 21 days before Election Day.

All correspondence between the members and the Election Committee must be by first class mail and addressed to the Election Committee. The Election Committee shall arrange for all mail to be held at the post office until Election Day. Only the Election Committee members can sign for the mail.

The Election Committee shall determine the member's eligibility to vote. The Election Committee shall mail a ballot kit and voting instructions to all members who are not suspended. Members who are not in good standing will also be sent a letter with a ballot kit stating that they are delinquent in their financial obligations to the union, the amount of their delinquency and instructions that their ballot will not be counted unless their delinquency has been paid by 48 hours prior to election day.

Ballot kits shall include the following.

- a. One official unmarked ballot bearing the Local's seal.
- b. One envelope marked **BALLOT ENVELOPE**
- c. One stamped return-addressed envelope with voter identification.
- d. The following voting instructions:
 1. Enclosed find one (1) "OFFICIAL BALLOT" and two (2) envelopes marked No. 1 and No. 2. Envelope No. 1 will be marked **BALLOT ENVELOPE**. Envelope No. 2 will be stamped and addressed to the Local and show the identification of the voter.
 2. Place a mark in the squares next to the names of the candidates of your choice. Do not mark the ballot in any other way.
 3. Insert **BALLOT** you have marked into **ENVELOPE NO. 1** and seal.
 4. Insert sealed **ENVELOPE NO. 1** into **ENVELOPE NO. 2** and seal.
 5. **ENVELOPE NO. 2** must be mailed in time to arrive at the designated address by (month, day, year – which should be the day before election day). **YOUR BALLOT WILL NOT BE COUNTED IF IT DOES NOT ARRIVE ON TIME.**

6. Any erasures or errors on the ballot will invalidate that certain section.
7. If you vote for more than the specific number of candidates designated for a group, that section will be voided. Any error made in voting for one office will not void the entire ballot, only for the office affected.
8. The entire ballot will be void if you sign your name or alter it in any manner.
9. If you make a mistake on the ballot, you will be issued a new ballot in exchange upon presenting the old one to the Secretary-Treasurer.
10. If the ballot for any reason does not seem correct to you as described in this section above, you then can exchange it for another using the procedure described in part 9 above.
11. All ballots cast blank shall not be counted in the total number of votes cast.
12. All ballots must be mailed in accordance with the instructions enclosed with your official ballot. **HAND DELIVERED BALLOTS WILL NOT BE ACCEPTED AT ANY TIME AND SHALL BE CONSIDERED VOID.**

Ballot counting shall be in the regular monthly meeting location or at a location designated by the Judge of Election. Any candidate shall have the right to have an observer, who must be in a member of the local in good standing, present at the counting of the ballots.

On Election Day, the Judge of Elections, in conjunction with at least two tellers, shall procure a voter eligibility list, the ballot box, tally sheets and ballots with voting instructions.

In casting the mail-in ballots, Election Officials should:

- a. Establish the identity and eligibility of the voter.
- b. Check off the name of the voter on the voter eligibility list.
- c. Separate the ballot from the return envelope and drop it in the sealed ballot box, preserving the return envelope.

After casting all of the ballots the Election Officials should:

- a. Remove all ballots from the ballot box.
- b. If there is (are) any candidate(s) running unopposed, the Judge may dispense with the requirement of a secret ballot vote for that office, provided that the unopposed candidate(s) receive at least one vote.
- c. Tally the ballots by reading the voter's choice for each office entering the result on the tally sheet.
- d. After the ballots have been counted and the recapitulation prepared, if the number of

ballots cast exceeds the eligible number of voters, the Judge of the Election shall decide whether or not the difference would have material effect upon the election. If adding this excess to the ballot of any candidate would have changed the result of the election for any office then the election for such office shall be declared void by the Judge of the Election and another election shall be held prior to the next regular monthly meeting for that office. Similarly, if the number of ballots cast falls short of the number of returned ballots and if the ballots unaccounted for would be sufficient to change the final standing of the candidate for any office, then the election for such office shall be declared void. Where, however, the number of ballots unaccounted for or in excess of the number shown by the voting list would not be sufficient to effect the change in successful candidates, the election shall be declared valid.

- e. If the Teller's report should indicate after the count of ballots, that no one candidate for a particular office that requires a majority vote has received a majority of the ballots cast, then the Judge of Elections shall declare that the office has no election and shall direct that a new runoff election be conducted between the two (2) candidates who received the highest number of votes for the office. Such runoff election shall be conducted on the Friday preceding the general membership meeting in the month of January and in the same manner as the general election described in this Article 6, Section 3 above.
- f. When the recapitulation has been completed the Election Officials should initial or sign the tally sheets, certifying their accuracy. All election materials should then be sealed and turned over to the Secretary-Treasurer of the local.

The President, Vice-President, Business Representative, Secretary-Treasurer, and Sergeant-at-Arms shall be elected by majority vote. If no candidate receives a majority of the votes cast for one of these offices then a runoff election will be held between the candidates who received the highest and next highest number of votes for that office. All other officers shall be elected by plurality vote. In casting a ballot for the Executive Board-at-Large, Trustee, and for Delegates each voter shall only vote for one candidate for each office. The candidate for Trustee receiving the highest vote in the election shall be declared the Chairperson. If the vote is a tie, the President shall have the power to appoint the Chairperson. The candidate(s) for delegate receiving the highest vote in the election shall be the delegate(s) and the remaining candidates in order of votes tallied shall be alternates.

The Secretary shall preserve the ballots and all other records pertaining to the election for a period of one year.

Protest regarding the conduct of the election shall be made in writing within 30 days of the election. The protest shall be filed with the Secretary-Treasurer and state the reasons for the protest. The Secretary-Treasurer shall refer the protest to the Executive Board for investigation and action. If the Executive Board finds that an election impropriety could have affected the outcome of any office then a new election shall be held only for those offices that could have been affected.

Section 4. Installation

The newly elected officers shall be installed at the general membership meeting in the month of December except in the case of a runoff election or a by-election. In the case of a runoff election or a by-election the elected officers shall assume their stations on Election Day. All officers shall subscribe and assent to the required pledge before entering upon the duties of their office. There will be a paid two (2) week transition period for a departing Secretary-Treasurer or Business Representative.

Article 7 President

The President shall preside at all meetings of the membership and of the Executive Board. The President shall at all times conduct same in accordance with this Constitution and By-Laws and the standing rules attached hereto. For misconduct during the course of a meeting a member may be summarily fined in an amount not to exceed fifty dollars (\$50.00) for each separate offense or at the discretion of the President they may be summarily ejected from the meeting if their conduct persists in disrupting the meeting.

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 Executive Board or the membership.

The President shall appoint the members of all committees subject to the approval of the Executive Board and/or the general membership. He shall have oversight of all committees and may remove members of committees at his discretion.

The President shall be one of the authorized cosigners for the Local.

When an officer has missed three consecutive meetings, including Executive Board meetings, without a reasonable excuse, his office shall be declared vacant by the President.

If a vacancy should occur during the term of any Officer of this Local, the President shall have the power to appoint a member in good standing to fill the vacancy pending nominations for a by-election at the next general meeting. By-elections shall be held in accordance with the provisions of Article 6. If a vacancy should occur within 120 days of the next regularly scheduled election he shall have the power to waive the by-election and to appoint a member in good standing to fill the remainder of the term. Members appointed to fill vacancies shall not make any significant changes to the status quo in their area of responsibility without the prior approval of the Executive Board and/or general membership.

In the event a vacancy occurs in the office of President, the Vice President shall succeed to the office of President until the vacancy shall have been filled at a by-election.

By-Elections must be held within sixty (60) days after the vacancy was created.

The President shall also be empowered to appoint Delegates to such Convention or Trade Assemblies (other than those named in Article 6, Section 1 hereof) as shall be of interest and importance to this Local.

Additional duties for the President shall be assigned as defined in Article 10.

The President shall be a paid full-time employee of this Local and shall be compensated as defined in Article 15.

Article 8 Vice President

In the absence of the President, the Vice President shall assume all the duties of the President as set forth in Article 7. In the absence of the President and Vice President at a meeting, the body shall select a presiding officer.

The Vice President shall be one of the authorized cosigners for the Local.

In the event of a vacancy in the office of the President, the Vice President shall fill the position so vacated and hold office until the vacancy shall have been filled at a By-Election.

When on executive duty, with the authorization of the President, the Vice President shall be compensated as set forth in Article 15.

Article 9 Secretary-Treasurer

It shall be the duty of the Secretary-Treasurer to attend all meetings of the membership and of the Executive Board. The Secretary-Treasurer shall keep minutes, but not necessarily verbatim of the proceedings of such meetings in a book provided for such purposes. The Secretary-Treasurer shall keep a duplicate copy of all correspondence and shall keep the Seal of the Local in his possession.

It shall be the duty of the Secretary-Treasurer to keep true and accurate records of all income, disbursements, assets and liabilities of this Local.

The Secretary-Treasurer shall deposit all monies in a bank approved by the Executive Board, same to be in the name of the Local, subject to withdrawal by checks signed by the Secretary-Treasurer, and the President, or the Vice President.

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

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

The Secretary-Treasurer shall be a paid employee of this Local and shall be compensated as defined in Article 15.

Article 10 Business Representative

The Business Representative shall have full charge of the business office of this Union and represent the Local in all dealings with employers.

The Business Representative shall handle business matters of the Local between meetings. However, all decisions are subject to approval of the Local at the next regular meeting.

The Business Representative shall supply employers with manpower in accordance with the Local's job referral procedures. The Business Representative shall keep accurate records of all work given out, as well as a list of unemployed members.

The Business Representative shall report to the Executive Board all alleged violations by members of the laws of the Local and shall have the power to cite any member to appear before the Executive Board for questioning to matters affecting the welfare of the Local.

The Business Representative shall use all moral and financial aid in enforcing the rules, wage and scales and conditions of this Local.

The Business Representative shall be paid full-time employee of this Local and shall be

compensated as defined in Article 15.

In addition, an appropriate portion of the job responsibilities defined below shall be apportioned to either the Business Representative or the President. Apportionment shall follow successful discussion and agreement by the two parties. Results shall be approved by the Executive Board and announced to the membership. Assignments shall be reviewed no less than annually.

The Responsible Parties shall:

- (1) Negotiate contracts on behalf of the local and present them for ratification to the members subject to the provisions of the International Constitution and By-Laws. The membership may waive ratification by empowering the representative or Executive Board to ratify a contract;
- (2) Appoint Job Stewards for units and/or departments within the Local's jurisdiction. Appointed Job Stewards shall be under the direction of the Business Representative;
- (3) Initiate organizing activities including political activism;
- (4) Promote training and professional development;
- (5) Engage in community outreach on behalf of the Local.

Article 11 Board of Trustees

The books of this Local must be audited every six (6) months by the Board of Trustees, who will make a detailed report of their findings at the next regular general membership meeting. The Board of Trustees is charged with the responsibility of seeing to it that any Officers and employees of this Local who handle its funds and property are bonded for the faithful discharge of their duties to the extent and in the amount and form required by law. The expense of such bonds shall be borne by the Local. The Board of Trustees 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 as prescribed by law.

Article 12 Executive Board

Section 1. Duties

The Executive Board shall investigate all complaints of members and decide, if possible, upon all questions in dispute between members accepting any honorable means toward an amicable settlement. Executive Board members shall attend all executive board meetings and general membership meetings.

Section 2. Judicial Powers

The Executive Board shall decide upon all matters referred to them by the membership and their decisions shall be binding unless reversed by the majority vote of the members present at a regular or special meeting of the Local. The Executive Board shall act as a trial board of this Local unless the member elects to be tried at an open meeting as provided in Article 19, Section 14 hereof. They shall have the power to summon as a witness any member and those failing to answer without reasons of excuse acceptable to the Executive Board may be adjudged in contempt and penalized for same by a fine or suspension, after a proper trial has been held.

Section 3. Executive Powers

The Executive Board shall have the power to grant advance transportation funds to stranded members. They shall authorize the Secretary-Treasurer to draw warrants for these purposes. Grants to stranded members must be paid within sixty (60) days.

Section 4. Expenses and Allowance

All expenses monies allowed for paid officers and employees of the Local shall be approved by the Executive Board and approved by a majority vote of the General Membership at the next regular meeting.

When on executive duty, with the authorization of the President, Executive Board members shall be compensated as set forth in Article 15.

The Executive Board, the Board of Trustees, and the Sergeant-at-Arms, shall be exempt from payment of their annual membership dues, during their term of office.

Article 13

Sergeant-at-Arms

Section 1. Duties

It shall be the duty of the Sergeant-at-Arms to be present at all General Membership meetings of the Local; to attend the door at such meetings, and allow no person or member who does not show proper credentials to enter. Nor shall the Sergeant-at-Arms allow any member not in good standing; or any person or member under the influence of alcohol and/or drugs to enter the meeting hall; and the Sergeant-at-Arms shall, under the direction of the presiding officer, maintain order and decorum in the General Membership meeting of the Local.

Section 2. Check List

The Sergeant-at-Arms shall see that a list of members who are not in good standing be posted at the outside entrance door to the meeting hall. This list shall be furnished to him by the Secretary-Treasurer. The Sergeant-at-Arms shall answer the roll call for Officers, stating whether absent or present.

Section 3. Register

The Sergeant-at-Arms shall have the charge of the register and shall present same to each member for his signature after ascertaining that the member is in good standing.

Section 4. Introductions

The Sergeant-at-Arms shall introduce candidates for membership and initiation and assist at the initiation. The Sergeant-at-Arms shall introduce all visitors to the presiding officers.

Article 14

Delegates to Conventions and Labor Assemblies

Section 1. International Conventions

All Delegates shall perform their duties as prescribed by the Constitution and By-Laws of the International and report thereon at the next regular meeting following the Convention.

Section 2. Conventions and Labor Assemblies

Other Delegates shall attend meetings of the bodies or conventions to which they are accredited and shall report thereon to the membership at the next regular meeting.

Article 15

Compensation of Officers

Section 1. Salaries

A member who is elected to one of the salaried positions of Business Representative or Secretary-Treasurer, or their appointed replacement, shall be considered as a salaried officer of the Local. The base salary for the full-time Business Representative shall be \$1,911.78 per week paid weekly. The base salary for the full-time President position shall be \$1,618.64 per week paid weekly. The base salary for the full time Secretary-Treasurer positions shall be \$1,325.50 per week paid weekly. The Business Representative, President and Secretary-Treasurer positions shall each receive a 3% per annum percentage increase in salary; salaries shall be reviewed every eight (8) years and adjusted for inflation using the Consumer Price Index calculation provide by the U.S. Department of Labor Statistics.

In all cases, where there is any replacement of an officer in an elected salaried position, that new officer shall be compensated at the same rate of pay as that officer he/she replaces until the position is filled by election. All salaries of the elected officers shall be paid in equally divided payments for a fifty-two (52) week year, including two weeks of paid vacation. Any elected full-time salaried officer with more than 5 years in office shall be entitled to 3 weeks of vacation per year. Any elected full time salaried officer with more than 10 continuous years in office shall be entitled to 4 weeks' vacation per year.

Officer salaries shall not be reduced during the term of office. Any proposed increase in excess of the above compensation during the term of office shall require a two-thirds favorable vote by secret ballot of the members present at a special meeting. Written notice shall be sent to all members at least 15 days prior to the date of the meeting.

Section 2. Compensation for Official Duties

Officers or members when engaged upon official Union duties with the authorization of the Executive Board members, shall receive a salary of one hundred dollars (\$100.00) per day, and/or if employed, wages lost for days absent (not to exceed twelve hours at the basic hourly rate) shall be compensated, and a per diem of not less than fifty dollars (\$50.00) per day, plus hotel and transportation expenses if warranted. Delegates to International Conventions are not entitled to collect air fare from both the International and the Local.

Any member who resides on a neighbor island and is elected to serve on the local's executive board may, during his or her term of office, receive compensation for airfare/hotel/car rental incurred for travel to Honolulu for scheduled monthly executive board/general membership meetings. Original receipts must be submitted to the Secretary-Treasurer to qualify for reimbursement. Maximum reimbursement will be five hundred dollars (\$500).

Section 3. Fringe Benefits

The Local shall be responsible to pay any defined fringe benefits for employees of the Union. Fringe benefits are defined as Vacation, Holiday, Medical, Dental and Pension Plans and/or as required by State and Federal laws.

Section 4. Car Allowance

The President, Vice President and Secretary-Treasurer shall receive a car allowance of \$50.00 per month during their term of office. The Business Representative shall receive a car allowance of \$400.00 per month during his term of office.

Article 16

Transfer, Suspension, Expulsion and Reinstatement

Section 1. Transfer

Any member of another Local of this Alliance wishing to transfer their membership to this Local shall present their application as a new member together with a transfer card from the Local of which they were a member, and shall be obligated to pay dues, initiation fees and processing fees as stipulated in Article 18, and Article 3 of this Constitution.

Section 2. Suspension

Any member in arrears for dues, fines, assessments, or other financial obligations for a period exceeding ninety (90) days shall be deemed automatically suspended and notified of their suspension by regular mail.

A suspended member loses all rights of a member in good standing and shall not be allowed to attend local meetings or vote in any of the affairs of the Local but shall continue to be bound by the Constitution and By-Laws of the International and of this Local.

Any member who has been suspended from membership shall be required to pay a reinstatement fee of one (1) quarter dues, together with all financial obligations that may have accrued against him during the period of his suspension.

Section 3. Expulsion

Any member in arrears of their financial obligations to the Local for a period of more than six (6) months shall be automatically expelled from membership after they have been notified of their indebtedness by certified mail and given a ten (10) day grace period after receipt of the notice.

Section 4. Reinstatement

Any member who has been expelled shall be required to pay a reinstatement fee equivalent of two (2) quarter's dues, together with all financial obligations that may have accrued against him during his expulsion and shall be required to make application as a new member and shall be governed by all conditions of Article 3, of this Constitution.

Article 17 Revenues

Section 1. Membership Dues, Work Dues, and Initiation Fees

The dues payable by each member shall be not less than \$15.00 more than the dues rate established by the International per quarter payable in advance which shall include the International's Defense Fund assessment. The general membership dues shall be payable quarterly on the first day of the month of each quarter: January, April, July, October.

The quarterly dues payable by Craft Division One Projectionists (Movie Machine Operators) shall be seventy five dollars (\$75.00) per quarter, payable the first day of the month of each quarter. This is for both regular and casual members.

The work dues payable by Craft Division Two members shall be three percent (3%) of their gross earnings, payable every pay period.

The initiation fee shall be one thousand dollars (\$1,000.00) except as provided for in other Sections of this Article.

Section 2. Reduced Initiation Fee

The Initiation Fee may be reduced for organizational purposes by majority vote of the membership present at a regular meeting.

Section 3. Special Department Dues and Initiation Fees

With the exception of regular members, those members working Cable TV, Film Exchanges and in theaters as Cashier, Concession Attendants, Doorman, Ushers, Guards Etc., shall be classified as belonging to the Special Department of the Local, and in consideration of their lower earnings shall pay the reduced Initiation Fee and dues herein provided:

- (a) The work dues payable by regular Airport Film/Video Technicians Members shall be a flat seventeen dollars (\$17.00) per month, payable the first day of each month.
- (b) The dues payable by members classified within the Special Department shall be forty-four dollars (\$44.00) per quarter. The Initiation Fee shall be two hundred and seventy-five dollars (\$275.00)
- (c) Members classified within the Special Department who later become regular members as the result of working in the regular crafts of the Local, shall then be required to pay the full initiation fee and dues for regular members as stipulated in Article 18, Section I, of this Constitution.

Section 4. Assessments

If at any time the Executive Board deems it necessary to acquire additional revenue, for the best interest of the Local, it shall recommend same to the membership.

Section 5. Financial Obligation

Any member who fails to pay membership dues on or before the thirtieth (30) day of the first month of each quarter shall be adjudged in arrears and delinquent. Such delinquent members shall be fined twenty five dollars (\$25.00) for each and every month or portion thereof that remains in arrears.

Any member who fails to pay work dues, when payable, shall be adjudged in arrears and delinquent. Such delinquent members shall be fined twenty five dollars (\$25.00) for each and every time work dues are thirty (30) days in arrears.

- (a) No member shall be excused from payment of fines levied except upon written application to the Local stating reasons he should be excused and only then, upon consent of the majority of the membership present at a regular meeting of the Local.
- (b) No member shall issue a worthless check (returned because of “no such account” or “insufficient funds”) to pay for membership dues or any other indebtedness to the Local.
- (c) All checks returned will be charged not less than fifty dollars (\$50.00), and all future payments of membership dues, etc., for a period of one (1) year will be remitted in cash or certified checks.

Section 7. Increase in Dues

The amount of dues provided for herein shall not be increased nor shall any assessment be levied unless a secret ballot election shall have been conducted after proper written notice thereof has been mailed at least fifteen (15) days in advance.

Section 8. Disposition of Funds

There shall be an established and maintained general checking account in the name of the Local, in which all monies received by the Local shall be initially deposited.

Section 9. Investment

The Executive Board subject to approval of the membership, shall be permitted to invest the surplus money of this Local in United States or Canadian Government bonds and/or Federally Insured Certificates of Deposit.

Section 10. Out-of-Town Members

Members of Sister Locals of the Alliance, who are residing and working in the jurisdiction of this Local, shall pay the same percentage or work dues on gross earnings as the regular members of this Local may be required to pay, but they shall not be required to pay quarterly membership dues to this Local.

Section 11. Authority to Expend Funds

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

Article 18 Good Standing

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

Failure on the part of any member to pay any financial obligations to this Local within thirty (30) days after same became payable, 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 attend meetings and to vote. If such default continues for a period of more than six (6) months from the date that the financial obligation first became payable, the member shall be deemed automatically expelled unless prior thereto, he has been granted an extension of time to pay by vote of the membership.

The term in good standing as used in this Constitution and By-Laws shall be construed to mean that the member has fully complied with all obligations to the Local not only financially but in all other regards.

Payment of any financial obligation due by a member to the Local shall be enforceable by fine, suspension or expulsion, and in addition thereto, 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.

Article 19 Discipline of Members and Officers of the Local

Section 1. Grounds

In addition to the penalties expressly provided under the various sections of this Constitution and By-Laws, any member who shall breach his duty as a member by violation of the express provisions of this or the International Constitution and By-Laws or by such conduct as is detrimental to the advancement of the purposes which this Alliance pursues, or as would reflect discreditably upon the Alliance, shall be subject to discipline in the manner set forth in the sections following. Charges filed against officers of this Local shall be filed pursuant to this Article, except as provided in Article Seven, Section 5(e) of the International Constitution and By-Laws.

Section 2. Fair Trial

Nothing in the provisions of this or the International Constitution and By-Laws shall be construed to deprive a member charged with a violation thereof of the right to a fair trial whereby his 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 shall not be entitled to stand trial, but shall not be punished summarily as this Constitution and By-Laws provide.

Section 3. Charges

All charges against a member of this Alliance for a violation of the provisions of this or the International Constitution or By-Laws must be in writing, in the form of sworn affidavit, reciting

clearly the offense charged, the name of the accused, the time, place and nature of the violation, over the signature of the accuser, together with a statement of the names of all witnesses to the offenses charged who shall be known to the accuser.

Section 4. Penalty for Preferring False Charges

If false charges shall be maliciously preferred against any member, the person or persons preferring such charges shall be fined five hundred (\$500.00), the fines to be imposed upon the acquittal of the member accused.

Section 5. Charged Filed in Duplicate

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 and When Preferred

Charges shall be filed with the Secretary of the local union of which the accused is a member or with the General Secretary-Treasurer of the Alliance where the charges are preferred against a member who does not hold membership in a local union thereof.

Charges must be filed with the Local of which the accused is a member within 60 calendar days after the offense becomes or should have become known to the person making the charge.

If the Secretary of the local union be the charged party, the charges may be filed with any other officer of the Local Union who is not a charged party.

Section 6A. Charges Against a Local Officer

Charges shall be filed with the Secretary of the Local Union of which the accused officer is a member. If cognizance is taken of the charges, the Executive Board of the Local may, if it deems it necessary or advisable, temporarily suspend the accused from office and, in that event, further payment of salary to such officer shall be withheld pending the outcome of the trial.

If the accused is temporarily suspended from office pending the outcome of the trial, and he is not found guilty after the trial, he shall be immediately reinstated to office with pay for the period he was under suspension.

Whenever an officer of a Local Union as against whom charges are preferred is temporarily suspended from office, such officer shall be entitled to a trial no later than thirty days after the date of his suspension. In the absence of extenuating circumstances, failure of the Local Union to comply with the foregoing requirement shall result in dismissal of the charges by the International President.

Section 7. Withdrawal of Charges

After charges have been filed with the Secretary of the Local Union they shall not be withdrawn unless the member accused shall consent to withdrawal.

Section 8. Publication of Charges

After the local union has taken cognizance of the charges, they shall be read at the next regular meeting of the local union 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 of the meeting. The presiding officer shall refer the charges to a Trial Committee or the Executive Board in accordance with the Constitution or By-Laws of the local union.

If no regular membership meeting is scheduled within a period of 30 days after the date cognizance of the charges is taken, or if a meeting is scheduled but no quorum is present, the charges shall then be read by the presiding officer at the meeting of the executive board of the Local, to be scheduled no later than 10 days after the end of such 30-day period.

Section 9. Waiver of Trial

If charges as required by Section 3 hereof have been filed, the accused may plead guilty and waive the holding of the trial provided he does so in a written, notarized and witnessed statement and has been advised in writing as to the range of penalties that may be imposed upon him by reason of such plea. If the accused wished 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 his right on any appeal to raise any question concerning his guilt or innocence and his appeal in that event shall be limited to the question of the appropriateness of the penalty or penalties imposed upon him. No stenographic transcript or tape recording shall be required if a plea of guilty is entered in accordance herewith.

Section 9A. Notice

Within one week after reference of the charges the Executive Board or committee shall cause to be served upon the accused personally, or by certified mail to his last known address, a duplicate copy of the charges, and shall notify him of the time and place appointed for the hearing thereon. Provided, that such notice shall be served or sent to the accused at least fifteen calendar days prior to the date for the hearing.

Section 10. Postponements

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

Section 11. Appearance for Trial

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

Section 12. Trial Body

The Executive Board or committee of the local union, as provided by its Constitution or By-Laws, 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 make recommendations as to the penalty to be imposed if found guilty.

Section 13. Challenges

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

Section 14. Trial in Open Meeting

Where the accused be aggrieved by the ruling of the Board or committee upon his challenge of an individual member or members, he shall have the election to proceed before the Board or committee, waiving his challenge, or to demand trial before the members of the local union in an open meeting, Provided, that if he elects to be tried in the last-named manner the hearing shall be conducted in the manner set forth for trials before the Board or committee.

Section 15. Hearing

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

Section 16. Member Counsel

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

Section 17. Witnesses Sworn

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

Section 18. Interrogatories and Depositions

If a witness is unable to attend the trial, written interrogatories and cross interrogatories, on notice to the adverse party, may be allowed upon due application to the trial body; or a written deposition of his testimony may be taken in the form of an affidavit, in which latter case such portions of it as are not denied by the adverse party, shall be admitted as evidence.

Section 19. Transcript

A written transcript of all testimony adduced at the hearing shall be made, provided, however, that in the event the Local elects to tape record the proceedings, such recordings must be fully and accurately transcribed by the Local in typewritten form in the event of an appeal to the International President.

Section 20. Report Findings

The Executive Board of Trial Committee 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 of the local union and a copy shall be served either personally or by certified mail on the accused within five working days. A copy of the transcript of the evidence and proceedings at the hearing shall be available for examination by the accused or his/her member counsel. If so requested by the accused in writing, a

copy thereof shall be furnished to the accused at his or her own expense. Immediately upon the receipt of the transcript, the local union shall notify the accused in writing of its availability.

Section 21. Action by Membership of the Local Union

At the next membership meeting of the local union but in no event sooner than 20 days from the date on which the accused has been notified of the availability of the written transcript or tape recording, the report of the Executive Board or Trial Committee 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 a majority vote of the members present or if so requested by the accused or in any case under the circumstances referred to in Section 22 hereof.

Section 22. Acquittal or Conviction

After submission of the report, the accused, if aggrieved by the decision of the Executive Board or Trial Committee, 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 Executive Board or Trial Committee as to the guilt or innocence of the accused. If a majority of the members present so vote, the findings of the Executive Board or Trial Committee shall be adopted. If the findings are not accepted, the transcript shall be read unless this has been done theretofore, and the question shall be put whether the accused shall be granted a trial by the membership or whether the membership shall proceed to vote upon the guilt of the accused. If a majority of the members present vote for the latter procedure, a vote 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 Executive Board or Trial Committee, the findings shall stand reversed, otherwise, the findings shall stand upheld.

Section 23. Imposition of Penalties

If the accused be found guilty, the membership shall then proceed to vote upon the decision of the Executive Board or Trial Committee as to the penalty to be imposed. If a majority of the members present so vote, the penalty fixed by the Executive Board or Trial Committee shall be adopted. If a majority of the members present reject the penalty decided upon by the Executive Board or Trial Committee, the membership shall then proceed to vote upon the penalty to be imposed, the members voting to expel, suspend, fine and/or reprimand. When membership voting on the report of the Executive Board or Trial Committee is completed, available remedies within the local union shall be deemed exhausted.

Section 24. Where Trial Was Before Membership

When the accused is tried before the membership as provided in Section 14, the guilt or innocence of the accused shall be determined by majority vote, and the penalty shall be imposed as prescribed in Section 23.

Section 25. Sentence Reported to International President

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

Section 26. Appeals

Appeals may be taken from decisions upon the charges against members of this Alliance in the manner provided by Article Twenty One of this Constitution. Members shall exhaust all remedies by appeal within this Alliance and shall be bound by the decisions of its tribunals as to all their rights.

Article 20

Appeals

Section 1. Right of Appeal

Any member aggrieved by the decision, rule, regulation, order or mandate of an Officer or 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.

- (a) from the decision of the membership of the Local to the International President of this Alliance;
- (b) from the decision of the International President to the General Executive Board;
- (c) 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

Appeals shall be cognizable only if filed within thirty (30) days after the decision.

Section 3. Must Be in Writing

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

Section 4. Copy of Appeal

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 of the Local. Within two (2) weeks the Local shall 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 tape recording was made, the original unedited tape 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 tape 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 to the appellant.

Section 5. Decisions Conclusive

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

Section 6. Exhausting Internal Remedies

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

Article 21 Permanency

This Local shall not dissolve itself while there are seven (7) dissenting members, nor shall this Article of the Constitution be subject to any alterations or amendments whatsoever.

Article 22 Amending the Constitution

Amendments to this Constitution may be adopted at a regular or special membership meeting of the Local.

Amendments may be proposed by the Executive Board or by any member in good standing. A proposed amendment must be in typewritten form and be filed in the Local Union Office at least twenty-one (21) days prior to the next regular or special membership meeting, and a copy thereof shall be sent to every member along with notice of the meeting at least fifteen (15) days prior to the date thereof.

Amendments require an affirmative vote of a majority of the members in good standing present at the meeting for adoption; provided, however, that an amendment shall not be effective until approved by the International President.

RULES OF ORDER

- Opening of the Meeting
- Roll Call of Officers
- Reading of the Minutes of Previous Meeting
- Business Representative's Report
- Treasurer's Report
- Reading of Communications
- Proposition, Review, Balloting and Obligation (or Initiation) of Candidates for Membership
- Reports of Committees
- Unfinished Business
- New Business
- Good and Welfare
- Closing of the Meeting

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Article 1

Working Conditions

Section 1. Dishonesty and Drunkenness

Any member dismissed from their position for dishonesty, drunkenness or drugs, upon being found guilty thereof, shall be fined no less than one hundred dollars (\$100.00).

Section 2. Members of Committee

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

Section 3. 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, without reasonable excuse accepted by the Executive Board, shall be penalized to such an extent as the Local may see fit, after fair trial.

Section 4. 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 this Local shall be deemed legal and sufficient notice.

Section 5. Employment Status

Unemployed members must register with the Local for job referrals and/or when employed. Members not registered with the Local on employment status are not subject to be called on referrals. Members who are registered on the available list for work and are hired by an employer without the knowledge of the Local, must immediately notify the Local on their employment status or be subject to a fine of not more than one day wages for each offense.

Job Stewards shall immediately notify the Local Office when an employer requests additional technicians, and Stewards shall keep a correct list of members employed and make a daily report to the Local.

Members assigned to a department by the Local Office on referrals shall not be replaced on layoff by members of other departments.

Section 5A. Donation of Services

No member shall be permitted to donate their service gratis except by permission of the Business Representative, or they shall be under penalty of a fine.

Section 6. Members Doubling Up

Members desiring to double up or work two (2) shifts on any job under the jurisdiction of the Local must obtain the consent of the Business Representative. Any member found guilty of

violating this section shall be fined not less than twenty-five dollars (\$25,00) and may also, at the option of the Local, be suspended or expelled. This section shall not apply to the Contractual Agreement Language between the Company and the Local where two (2) shifts are worked on any job or jobs.

Section 7. Refusing to Cover

Any member who has registered as available to work on the Local's job referral list, thus signifying their intention to accept a position, who shall refuse to go on a position after being instructed to do so by the Business Representative, shall have his name removed to the bottom of the job referral list. It shall be mandatory for the Business Representative to report violations of this section.

Section 8. Conduct Unbecoming a Member

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

Section 9. Leaving Position

Any member leaving position must notify this Local and his employer at least two (2) weeks in advance.

Section 10. Notice of Wage Rates and Working Conditions

When called to work by the Business Representative, a member shall be notified of wage rates and working agreement upon reporting on the job.

Section 11. Notice of Grievances Over Work Assignments

Members who may have grievances shall make their grievances known immediately to the Job Steward or Business Representative.

Section 12. Emergency Leave

Any member wishing an emergency leave from their job shall notify the Job Steward or the Business Representative so the work can be legally reassigned. Only extreme and clearly unavoidable emergencies shall be exempt. Any member violating this section shall be subject to a twenty-five dollar (\$25.00) fine for the first violation, and such penalty as the membership sees fit for subsequent violations.

Article 2 Misappropriation of Funds

Section 1. Penalty for Misappropriation

Any officer or member of the Local found guilty of misappropriation of funds of the Local shall make full restitution to the Local, shall be fined one hundred dollars (\$100.00) and may be suspended or expelled. The International Alliance and all Local Unions shall be notified of the names of members expelled for misappropriation of funds. The local shall keep permanent copies of such notices.

Article 3 Standing Rules

Section 1.

No business shall be taken up except in the order prescribed, unless sanctioned by a majority of the members present.

Section 2.

No motion shall be received or laid before this Local, unless moved by two (2) members, nor open for discussion until stated by the Presiding Officer. When a question is before the Local, 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 stated. The first three of said motions shall be decided without debate. A motion to postpone to a definite period shall be debatable.

Section 3.

The mover of any motion shall, upon the request of the chair, or of two or more members, reduce it to writing.

Section 4.

A motion to reconsider any action taken may be made and seconded only by members who voted in the majority.

Section 5.

A division of the members voting on any question may be called for, and recorded at the request of five (5) members.

Section 6.

When members speak, they shall rise and address the Presiding Officer confining themselves strictly to the merits of the question under consideration. A member shall not be interrupted while speaking unless by the Presiding Officer, who may call to order, or admonish the speaker 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 permission of the Presiding Officer. When two or more members rise at the same time to speak, the Presiding Officer shall decide who shall speak first.

Section 7.

On the call of five (5) members for the previous question the President shall put it in this form: "Shall the question be not put?" and further debate shall cease.

Section 8.

The Officer or member presiding in the absence of the President shall, for the time, possess all the powers and privileges vested in the President by the Constitution and By-Laws of this Local when acting as a Presiding Officer.

Section 9.

No subject of a partisan or religious nature shall at any time be admitted for discussion at a meeting of the Local.

Section 10.

No person who is not a member shall be allowed at any of the meetings without the consent of this Local.

Section 11.

In the absence of a standing rule to apply to questions before a meeting, Robert's Rules of Order shall apply.

Section 12.

Questions of order shall be decided by the Presiding Officer; but in case of an appeal from his decision, the meeting shall determine without debate.

Section 13.

No portion of these By-Laws may be suspended, but may be amended by a resolution approved by a majority of the members present at a Regular or Special meeting after the members have been properly notified. All amendments must be approved by the International President.