

CONSTITUTION AND BYLAWS

Quebec Association of Image and Sound Technicians, Local 514 (IATSE)



August 20th, 2020 version

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PREAMBLE

The following constitution and bylaws are established in order to protect and advance the interests of the members of the Association and to make them aware of their rights and the obligations they have towards the Association.

We invite the members to study the following carefully so that they can participate in the life of the Association and take full advantage of it collectively with their fellow sisters and brothers.

INTRODUCTION

The Constitution and Bylaws specify the objectives and mode of operation of the Quebec Association of Image and Sound Technicians, Local 514 of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada (hereinafter referred to as the "Association").

Objects:

1. Provide the best services to members;
2. Improve members' working conditions;
3. Respect the specificity of Quebec and that of the different groups of technicians;
4. Increase the number of productions in Quebec.

More specifically, the Constitution:

- States the goals pursued by the Association and the means it takes to achieve them;
- Specifies the privileges, rights and duties of the members of the Association;
- Describes the role, composition and election method of the various bodies of the Association;
- Presents the administrative and financial management methods of the Association;
- Identifies the rules of deliberation used to ensure the democratic functioning of the Association.

The French version of the Constitution and Bylaws is decisive in their interpretation.

ARTICLE 1 NAME AND AFFILIATION

1.01 Name and Affiliation

The name of this organization is Quebec Association of Image and Sound Technicians, Local 514 of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada.

The Association was established by a consolidation and merging agreement between different unions, duly approved and ratified by the members. It was established as a local section of the *International Alliance of Stage Employees, Theater, Image Technicians, Artists and Allied Trades of the United States, its Territories and Canada* by a charter granted by it (hereinafter “the International Alliance”).

The Association intends to be establish as a legal person under the *Loi concernant la Fédération des travailleurs et travailleuses du Québec (FTQ), ses affiliés et leurs syndicats*.

The Association is affiliated to the Fédération des travailleurs et travailleuses du Québec (FTQ).

1.02 Head Office

The head office is located in Montreal, Quebec.

ARTICLE 2 GUIDING PRINCIPLES

2.01 Trade Unionism

We firmly believe that trade unionism is the best way for our members to build a decent life for themselves. We also believe that trade unionism is one of the few remaining defenses against the growing inequalities in our society and to this end, the Association promotes and supports democracy and trade unionism by engaging in activities that strengthen the labor movement.

2.02 Democracy

All officers are democratically elected by their fellow brothers and sisters. Members’ involvement is always encouraged and may take various forms: attendance to General Assemblies, department representation or making decisions within the different bodies of the Association.

2.03 Freedom from Discrimination, Coercion and Harassment

The Association acts and rallies its members without distinction of race, sex, language, age, social or ethnic origin, political or religious opinion, or sexual orientation. It opposes handicap-based discrimination and promotes reasonable accommodation for its members with handicaps. The Association fully adheres to the principles of Quebec law to counter all forms of discrimination, coercion and harassment and is committed

to take the necessary measures to prevent and punish these abuses within its own and to demand from employers, as necessary, the corrective actions required in the workplace.

2.04 Autonomy

The fundamental principle of the International Alliance, in Quebec as anywhere else, is the full autonomy of its local unions (Article 19, Section 2 of the International Alliance's Constitution). The Association is completely free to amend, repeal or enact their own Constitution and Bylaws, within the limits of the Constitution and Bylaws of the International Alliance.

2.05 Compliance with Laws, Constitution and Bylaws

The Association is subject, in this order, to the Laws of Quebec and of Canada, to the Constitution and Bylaws of the International Alliance and to its own Constitution and Bylaws.

ARTICLE 3 PURPOSE, OBJECTS AND POWERS

3.01 Purpose

The Association's purpose is to bring together all persons working within the field of expertise of its area of jurisdiction, and its objects are:

- a) Defending, promoting, and protecting its members' economic, social, political, moral and professional rights and interests;
- b) Negotiating collective agreements, which may provide a standard contract for service delivery by members;
- c) Improving their wages and working conditions, enhancing their employment prospects;
- d) Representing members whenever it is of general interest to do so and, for this purpose, cooperating with any organization pursuing similar interests and, if needed, affiliating, merging or associating with any other organization;
- e) Organizing promotional activities, and conducting research and studies for developing new markets, emphasizing particularly on new ideas among the industry and any other matter which may impact on members' economic and social conditions;
- f) Establishing a policy that ensures a common line of action for all members, for their common good;
- g) Manage or create any fund for members' benefit and in particular a strike fund.

3.02 Means of Action

The Association may use all legitimate means needed to pursue these principles and objects. These preferred means of action are unionizing the non-unionized, providing union and professional training to its members, negotiating collective agreements, and securing progressive legislation through political action.

3.03 Powers

The Association has all the powers necessary to pursue its objectives. It can in particular:

- a) Create and maintain a permanent office, at the head office or elsewhere, hire the required staff and enter into contracts or collective agreements with its employees;
- b) Acquire and own any movable and immovable assets necessary or useful for the pursuit of its objects;
- c) Exercise any power conferred by the law which governs it or by any other law which may be applicable without restricting the scope of the objects defined in this article;
- d) Establish and administer special pension funds, group savings plans, group insurance plans or any other economic or social benefit plan for its members;
- e) Enforce contracts and enforce the obligations contracted towards its members, including through legal proceedings, without having, where the law so provides, to justify an assignment of claims of its members to collect the sums due to them and remit payment;
- f) Carry out collective actions with a view to inducing third parties to conclude framework agreements and collective agreements or to use standard contracts;
- g) Impose dues to and collect dues from its members or from any person subject to a framework agreement or a collective agreement, for which it sets the amount or the rate;
- h) Promote the health and the safety of its members;
- i) Establish and enforce ethical standards.

ARTICLE 4 AREA OF JURISDICTION

The Association aims to bring together people who, on the territory of Quebec, are exercising any functions covered by the *Act respecting the professional status and conditions of engagement of performing, recording and film artists* or by any other similar Quebec or Canadian law, whether or not people are subject to any of these laws.

The International Alliance issues a charter to the Association in the form it normally uses. This charter cannot restrict the area of jurisdiction of the Association as defined above.

ARTICLE 5 MEMBERS

5.01 Eligibility

Any person who works or may work within the Association's area of jurisdiction, as defined by Article 4, is eligible for membership, regardless of their compensation method. They must be committed to complying with the Association's Constitution and Bylaws, decisions, policies, collective agreements and ethical rules.

They shall sign the application form and pay the admission fees and dues, except where exempted.

5.02 Membership Application and Admission Fees

- a) Any person who wishes to become a member of the Association shall fill and sign the application form provided by the Association and indicate in which category they wish to become a member;
- b) To be processed, each membership application must be accompanied by the admission fee and all other fees set forth from time to time by the Association and the International Alliance;
- c) The appropriate bodies of the Association ensure that the person meets the classification's professional requirements and other requirements for membership with the Association and report to the Executive Board;
- d) All membership applications must be processed by the Executive Board;
- e) Any applicant whose application was denied may appeal that decision with the Executive Board;
- f) If refused, applicants shall be entitled to reimbursement of their admission fees, except the fraction thereof equivalent to the administrative fee, which shall not be refundable;
- g) A member who has made a false statement in applying can be expelled and denied any other application for the period of time determined by the Executive Board. In such a case, the admission fee paid is not refundable.

5.03 Membership Transfer Applications

Membership transfer applications must be made according to the procedure set forth by the International Alliance. In this case, the file opening fees and the application fees shall still apply.

Within sixty (60) days of receiving the transfer card, the Association will accept or reject the request.

The member applying for a transfer card to another affiliated local section must, for all practical purposes, maintain their membership with the Association until their transfer card is accepted by another local section. While waiting for the transfer to be accepted, the member remains on the Association's membership list, continues to meet all financial obligations to the Association and retains all rights and privileges as a member.

5.04 Pledge of Allegiance

The person who is admitted as a member must agree to abide by the Association's and the International Alliance's Constitution and Bylaws as determined by the Executive Board.

5.05 Admission Exam

Any applicant for membership may be required to pass an exam on skills and/or qualifications appropriate to the relevant classification and field. To this end, the exam may be conducted by a selection committee made up of persons appointed by the Executive Board. The exam must be the same for everyone taking it at the same time. For the membership application to be accepted, the approval of the selection committee is required.

5.06 Member Categories

A Regular Member

Regular members are members in good standing. Their name is on the priority list for access to work. They has the right to speak and vote at meetings of the Association and its bodies.

B. Retired Members

Any regular member for at least ten years who no longer wishes to work in a field of activity of the Association can apply to become a retired member. A retired member does not appear on the access-to-work lists, but receives all communications to members, they has the right to speak but not the right to vote at meetings of the Association and its bodies.

C. Members not in good standing

A member who is late in fully paying annual dues or any other amount owed to the Association. A member who is not in good standing is deprived of all their rights and benefits as a member except participation in group insurance and group retirement savings plans.

To regain the status of member in good standing, members who are not in good standing must pay their annual membership dues and the penalty decided upon from time to time by the Executive Board for late payment of the membership dues or any amount due.

D. Honourably Withdrawn Member

A person who has resigned in writing as a member of the Association while a member in good standing.

E. Employee Member

Regular member for at least two years who is hired by the Association as employee remains member of the latter if they pay their annual membership dues. They don't lose their accrued benefits and retains their status. They can attend meetings, but without the right to speak or vote.

F. Other Member Categories

The Executive Board may establish other member categories to meet the needs of the Association and in particular to meet the requirements of a collective agreement.

5.07 Member Expelled for Unpaid Dues

A member who is more than six (6) months late in paying their annual dues or any other sum owed to the Association is automatically expelled as a member of the Association. They is invited in writing to regularize their situation no later than thirty (30) days before the expiration of the six (6) month period.

5.08 Members' Rights and Benefits

In addition to the other rights and benefits provided for in this Constitution, the regular member:

- a) May be enrolled in the classification(s) they wishes, provided they meets the requirements established by the Executive Board, after consultation with the representatives of the departments concerned;
- b) Has access to and is registered in the member's directory;
- c) Is enrolled in one of the Association's group insurance plans;
- d) Is enrolled in one of the Association's group retirement savings plans;
- e) May be elected to the Executive Board or appointed by the latter to the various committees if they meets the prescribed requirements;
- f) May make a request to the Executive Board to add an item to the agenda of a general assembly;

- h) Has access to information according to the following provisions:
- They may, upon request and after notice, consult the most recent annual financial report of the Association and examine their personal file at the office of the Association, during opening hours, in the presence of a person employed by the Association, appointed by the President. Reproduction of documents is prohibited;
 - They agree to the confidentiality of the information obtained. The information may only be published or distributed within the framework of internal debates and for the purposes of the democratic functioning of the Association. The Executive Board may refuse a request submitted to it for any reason it deems unreasonable or prejudicial to the Association.

5.06 Member Obligations

All members must:

- a) Respect the Association's Constitution and Bylaws in force, the decisions taken by the General Assembly and the Executive Board, as well as any collective agreement or framework agreement;
- b) Grant, where appropriate, hiring priority to members of the Association, registered in a category, then registered in a related category, before calling on other people;
- c) Disclose the nature of his/her personal interest in a decision or transaction of the Association, refrain from participating in the discussion and from voting on the subject involving this conflict of interest;
- d) Be loyal to the Association and avoid placing themselves in a situation where they would have to defend or favor the interests of another union organization, association or another body in competition with or opposed to the interests of the Association;
- e) Refrain from using the democratic bodies of the Association to prevent it from exercising its legal recognition, to force it to act against the law, against the will of all its members or against the will of the Association;
- f) Waive their right to vote and to participate in any meeting of the Association when they hold the position of producer or production manager, or a managerial position with a producer or broadcaster; however, their group insurance and group retirement savings plans are maintained during this period;
- g) Refrain from participating in the meetings of the bodies of the Association and from presenting their candidacy for any position within the Association if they hold any official function (elected, employee or representative) in another organization representing technicians in an area of jurisdiction similar to that of the Association. This paragraph does not apply to a member

who holds an official position within the Syndicat des métiers de l'image et du son du Québec (SMISQ).

5.10 Members' Contact Information and Addresses

Any member changing their address or contact information (e.g. email address, telephone, etc.) shall immediately notify the Association. Any notice sent to the last known address and/or email address of a member, as listed in the Association's books, shall be deemed legal and sufficient.

5.11 Non-Member Workers

The vice-president of the sector concerned can authorize an exceptional status of non-member worker and grant a work permit for this purpose. The Executive Board determines the general criteria that must apply in these cases and the amount of the dues to be paid by the non-member worker.

5.12 Free Movement

Subject to the reciprocity provided for in article 5.13, members of IATSE Locals 667, 669 and 671 may work freely in the territory of Quebec. There are no barriers or fees imposed that would impede fair access to work where employment opportunities arise for all members of the camera department.

The rules of free movement are as follows:

- a) A member of Local 669 or 671 cannot use the Association's availability list to obtain work. In order to be placed on the availability list, such a member must become a member in good standing of the Association. However, a member of Local 667 can use the Association's availability list to obtain work and can be placed on that list if they makes the request.
- b) A member of IATSE Locals 667, 669 or 671 may attend and speak at Association meetings without having the right to vote.
- c) A member of IATSE Locals 667, 669 and 671 is subject to the working conditions provided for in any agreement or collective agreement entered into by the Association.

5.13 Reciprocity

The provisions of article 5.12 apply insofar as IATSE Locals 667, 669 and 671 grant to the Association members of the camera department, in their respective territories, the same rights as article 5.12 grants to their members.

5.14 Reinstatement

A person who has ceased to be a member of the Association as a result of resignation or expulsion may be re-admitted as a member if they meets the eligibility requirements and other conditions set from time to time by the Executive Board.

ARTICLE 6 GENERAL ASSEMBLY OF MEMBERS

6.01 General Assembly of Members

The General Assembly shall consist of all Association members in good standing. It takes its decisions in deliberative assembly or by referendum in accordance with the provisions of the Constitution and Bylaws.

6.02 Quorum

The quorum for any General Assembly shall consist of 50 regular members.

6.03 Powers of the General Assembly

The General Assembly shall be the highest authority of the Association. It shall have absolute power over the decisions of the Association, according to the Constitution and Bylaws herein.

In particular, it shall have the responsibility to:

- a) Define the Association's general policy;
- b) Receive, amend, adopt or reject reports submitted to it by the Executive Board or any other body or person;
- c) Endorse, amend or cancel any decision made by the Executive Board;
- d) Modify the Constitution and Bylaws;
- e) Set the amount of dues;
- f) Vote on the annual budget presented by the Executive Board;
- g) Adjudicate on the Financial audit Committee's reports and other documents related to Association's funds management;
- h) Take all necessary actions and make all timely decisions for the effective operation of the Association.
- i) Approve any decision regarding the membership eligibility requirements;

- j) Adopt rules of ethics which members shall observe and adopt their obligations towards the public;

6.04 Annual General Assembly and Ordinary Assembly

The annual General Assembly takes place no later than four months after the end of the fiscal year.

The Executive Board may also call an ordinary General Assembly when it deems it appropriate.

The Executive Board shall set the date, the time and the location of the Assembly.

The annual General Assembly must be called at least fifteen (15) days in advance, using all means available to reach members as efficiently as possible.

The meeting notice shall include at least the following information:

- a) Date of the Assembly;
- b) Time;
- c) Location;
- d) Agenda.

6.05 Special General Assembly

The special General Assembly may be called by the president, upon approval by the Executive Board and after sending an official notice at least fifteen (15) days in advance.

However, in case of emergency, the Executive Board may call such an Assembly within a shorter time, provided that all reasonable means have been used to reach all members.

The Executive Board shall set the date, the time and the location of the Assembly.

A special General Assembly of members must be called if the president is presented with a written request endorsed and signed by at least 5% of the members in good standing, and indicating the object(s) for such an Assembly. The President must call this special General Assembly within fifteen (15) days of receiving that notice, in accordance with the requirements mentioned below.

The meeting notice must indicate the reason(s) for such an Assembly. Only the subjects mentioned on the agenda can be the subject of debate and decisions.

The meeting notice shall include at least the following information:

- a) Date of the Assembly;
- b) Time;
- c) Location;
- d) Agenda describing the subject(s) to be discussed.

6.06 Omission of Meeting Notice

Accidentally omitting to send the notice of meeting to one or more members, or the non-receipt of a notice by one or more members, does not have the effect of nullifying the resolutions adopted at a General Assembly.

6.07 Voting in General Assembly

Any decision taken at a General Assembly shall require a simple majority (50 % +1) of members present, unless otherwise provided for in these Constitution and Bylaws.

Voting at the General Assembly shall be taken by show of hands, unless otherwise provided for in this Constitution or in the Law. However, at all times, a member of the Executive Board or five regular members present may require that the vote shall be taken by secret ballot. In that event, the president shall ask the General Assembly to vote whether or not to support such a ballot.

Proxy voting shall not be allowed.

ARTICLE 7 EXECUTIVE BOARD

7.01 Composition

The Association is directed and administered by an Executive Board made up of thirteen (13) people:

- One (1) president;
- One (1) vice-president of the fiction and advertising productions sector;
- One (1) vice-president of the television and documentaries sector;
- One (1) vice-president of the American productions sector;
- One (1) vice-president of the camera sector;
- One (1) vice-president of the post-production sector;
- Three (3) administrators of the fiction and advertising, television and documentaries, and post-production sectors;
- Three (3) administrators of the American productions sector;
- One (1) administrator of the camera sector.

The definitions of sectors can be found in Article 10.01 of the Constitution.

After each election within the Executive Board, the latter appoints from among the administrators one secretary and one treasurer.

7.02 Powers of the Executive Board

The Executive Board is responsible for directing and managing the Association's affairs and exercises all powers necessary for this purpose. It may take any action deemed useful for the pursuit of the Association's objectives. In addition to the powers and responsibilities assigned to it elsewhere in the Constitution and Bylaws, the Executive Board may in particular:

- a) Ensure the enforcement of the rules decreed by the General Assembly of members;
- b) Ensure compliance with the Association's Constitution, Bylaws and policies;
- c) Direct the action of the Association between General Assemblies of members;
- d) Designate the persons authorized to sign the official documents of the Association;
- e) Form any committee it deems necessary to study an issue, investigate events or for any other purpose, as well as determine the composition and mandate of such committee;
- f) Present an annual report and the financial statements of the Association to the annual General Assembly;
- g) Delegate its powers to an officer of the Association or to a committee made up of officers of the Association;
- h) Determine, if necessary, the jurisdiction of one or the other of the vice-presidencies.

7.03 Meetings

The Executive Board meets as required, but at least once a month, on convocation by the President and as determined by the Executive Board from time to time.

Meetings of the Executive Board are usually held at the head office of the Association, but they can be held anywhere and by any means of communication.

7.04 Quorum and Vote

The Executive Board quorum shall consist of the majority of the number of positions that are actually filled.

Decisions made by the Executive Board shall be taken by a simple majority of the attending Executive Board members exercising their right to vote. The president shall not vote, except in the event of a tied vote, in which case a deciding vote is granted to himself.

If needed, the Executive Board may hold teleconference meetings; decisions made through teleconferences shall be as valid as decisions made through a formal meeting.

If deemed necessary, the Executive Board may invite non-members to attend a meeting of any Association body (Assembly, committee, etc.).

7.05 Conflicts of Interest

Any officer of the Association who is under contract with the latter or who may have a personal interest in any decision or transaction of the Association must disclose the nature of their interest to the Executive Board and refrain from participating in discussion and from voting on the subject involving this conflict of interest.

7.06 Eligibility

Any regular member who meets the following requirements may apply for a position on the Executive Board:

- a) having been continuously a regular member during the three (3) calendar years immediately preceding the year of the election and having worked for at least one hundred and twenty (120) days in the area of jurisdiction of the Association during this period; the days during which a member has held the presidency or a vice-presidency of the Association are considered to be days worked within the area of jurisdiction of the Association;
- b) in the case of a position as vice-president or administrator, being certified in a classification of the sector of the position concerned. In addition, a member who is neither an officer nor an employee of the Association may apply only in the sector where they worked the greatest number of days during the two calendar years immediately preceding the election year; an officer or an employee may only apply for the sector where they worked the greatest number of days in the calendar year preceding the year of their election or hiring, as the case may be.

An officer whose term of office does not end with the current election is not required to resign from their position if they wishes to apply for another position, but is required to do so if they is elected to that other position.

An employee of the Association who wishes to be a candidate shall first resign as an employee.

7.07 Election of Officers

The President of the Association is elected by all the regular members of the Association.

Each vice-president and each administrator is elected only by the regular members of their sector. A regular member can vote only in the sector where they has worked the most days in the two (2) calendar years immediately preceding the election year.

7.08 Performance of Duties

The President and the Vice-Presidents hold their positions full-time and are paid by the Association. The other officers receive an allowance for each meeting of the Executive Board which they attend and for the time devoted to any other work assigned to them by the Executive Board.

7.09 Term of Office

The duration of office for officers of the Association is three (3) years, and their election shall be held during the month of April of the year within which incumbents' terms expire.

In order to ensure a certain continuity in the management of the Association's affairs, the elections shall be held alternately in accordance with the following terms:

Group 1:

- Vice-president of the television and documentaries sector
- Vice-president of the camera sector
- Vice-president of the post-production sector
- Two (2) positions of administrator of the American productions sector
- One (1) position of administrator of the fiction and advertising, television and documentaries, post-production sectors

Group 2:

- President
- Vice-president of the fiction and advertising productions sector
- Vice-president of the American productions sector
- Two (2) positions of administrator of the fiction and advertising, television and documentaries, post-production sectors
- One (1) position of administrator of the American productions sector
- One (1) position of administrator of the camera sector

Elections for group 1 positions take place in 2023 and group 2 elections take place in 2024 and alternately every three (3) years thereafter.

For the years 2021 to 2023 for group 1 and from 2021 to 2024 for group 2, the officers of the Association are appointed in accordance with the transitional measures provided for in the consolidating and merging protocol.

7.10 Vacancy

When the position of an officer becomes vacant as a result of resignation, death or disqualification, it is filled by election if the vacancy occurs more than eighteen (18) months before the end of the position's term. In such a case, the Executive Board may designate a person to fill the position on an interim basis.

If the vacancy occurs less than eighteen (18) months before the end of the term of the position concerned, the Executive Board may designate a person to serve the remainder of the term.

7.11 Temporary Disability

In the event of temporary disability of an officer, the Executive Board may appoint a person to temporarily fill the incumbent's office.

7.12 Disqualification

The Executive Board may pronounce the disqualification of an officer:

- a) when that person is absent from three (3) consecutive duly convened meetings of the Executive Board without a reason deemed valid by the Executive Board;
- b) when this person has a disability lasting more than eighteen (18) months preventing themselves from performing their duties.

The decision of the Executive Board is binding without delay, but the disqualified officer may appeal the decision to the members' General Assembly at the annual General Assembly or any special general assembly. The disqualified officer may also appeal according to the procedure provided for in the Constitution of the International Alliance.

ARTICLE 8 OFFICERS' RESPONSIBILITIES

8.01 Officers

All officers must act in the best interest of the members of the Association.

8.02 President

The person who holds the presidency is the main officer of the Association. They represent the Association and is its spokesperson. They exercise the powers and responsibilities conferred on themselves by the Constitution and Bylaws, the General Assembly of members and the Executive Board. In particular, they shall:

- a) preside over all assemblies or may delegate the presidency of the assembly of members and meetings of the Executive Board;
- b) call assemblies of members and meetings of the Executive Board;
- c) ensure that members, bodies, officers and staff of the Association comply with the Constitution and Bylaws, decisions of the General Assembly of members, decisions of the Executive Board and policies of the Association;
- d) oversee internal and external communications and public relations;
- e) be an ex-officio member of all Association's committees except the Election Committee;
- f) supervise the bargaining committees;

- g) sign the minutes of members' General Assembly and Executive Board's meeting, as well as the financial statements; sign all other official documents of the Association except in cases where responsibility has been delegated to another person by the Executive Board;
- h) delegate, with the approval of the Executive Board, any part of its powers or duties to any other officer, member, committee or representative of the Association;
- i) report on the execution of their mandate to the Executive Board and to the General Assembly of members.

8.03 Vice-presidencies

In addition to being a member of the Executive Board, the person holding a position in a vice-presidency has the main duties of looking after the affairs of their sector. To this end, this person's main tasks are:

- a) to manage the affairs of their sector;
- b) to work to defend the interests of members of their sector;
- c) to strive to get as much work as possible for members of their sector;
- d) to serve on and to participate in collective bargaining concerning members of their sector;
- e) to ensure the proper application of collective agreements that apply to members of their sector and to ensure that employers respect their contractual obligations;
- f) to represent the Association in its relations with employers of members of their sector under the general supervision of the Executive Board;
- g) to oversee the management of grievances in their sector and to determine which ones should be referred to arbitration;
- h) to supervise the departments within their sector and to collaborate with the other vice-presidencies when a department falls under more than one sector;
- i) to supervise the management of access-to-work lists in their sector;
- j) to answer requests by members;
- k) to supervise the establishment or modification of the professional practice requirements of the classifications falling within their sector;
- l) to oversee the development of professional training programs for members of their sector and to ensure their implementation;
- m) to report on their activities to the Executive Board and to the bodies of their sector.

8.04 Secretary

The Secretary shall have the following duties:

- a) acting as the custodian of the Union seal, official correspondence and archives;
- b) attending all General Assemblies, as well as Executive Board meetings;
- c) writing the minutes of various bodies of the Association, keeping them in records, and co-signing them with the President;
- d) maintaining the Constitution and Bylaws up to date;
- e) providing access to minute books to any member wishing to consult them at an Assembly;
- f) classifying and storing all communications;
- g) reading all documents to be reported to the Assembly;
- h) transmitting to organizations to which the Association is affiliated a copy of the Constitution, the Executive Board composition and resolutions to be forwarded to conventions;
- i) keeping a resolution book;
- j) ensuring the efficient proceeding of any particular case that may be assigned to themselves by the Executive Board or the president.

8.05 Treasurer

The Treasurer shall have the following responsibilities:

- a) being in charge of financial administration and management of Association's properties;
- b) ensuring that financial transactions are properly recorded in the accounting books;
- c) ensuring the collection of all dues and other monies owed to the Association;
- d) maintaining a register of members and of their financial obligations to the Association;
- e) notifying the Executive Board of the name of any member who is in arrears in excess of three (3) months;
- f) ensuring that cash and treasury reconciliation reports are provided to the Executive Board, upon request;

- g) ensuring that the funds on hand are deposited with the Association's financial institution as soon as possible and forwarding the amounts payable to the organizations with which the Association is affiliated;
- h) preparing the budget forecast in collaboration with the Executive Board and ensuring that it is submitted to the Executive Board and the General Assembly;
- i) preparing the annual financial report at the end of the fiscal year and ensuring that it is presented to the Executive Board and the General Assembly;
- j) providing at all times all account books and documents required by the Association's Financial audit committee or external auditors;
- k) ensuring that expenditures comply with powers delegated by the General Assembly;
- l) ensuring that expense reimbursements comply with authorizations;
- m) ensuring that union leaves comply with authorizations given by the General Assembly and/or the Executive Board;
- n) ensuring that members' money is spent appropriately and in the interest of members;
- o) ensuring the efficient proceeding of any particular case that may be assigned to themselves by the Executive Board or the president.

ARTICLE 9 OFFICERS' ELECTION PROCEDURE

9.01 Election Committee

When an election is to be held for officer positions, the Executive Board appoints from among the regular members of the Association who are not part of the Executive Board five (5) persons who form the election committee. The Executive Board must make this appointment no later than sixty (60) days before the day of the annual General Assembly.

At its first meeting, the election committee elects from among its members one person to act as chairperson and another to act as election secretary. The quorum of the election committee consists of at least two members.

Members of the election committee may not stand as candidates in the election, but they retain their right to vote.

Members of the election committee are required to act with neutrality and impartiality.

9.02 Mandate of the Election Committee

The mandate of the election committee is to ensure the proper conduct of the elections in accordance with the Constitution and Bylaws and the principles of a healthy democracy.

The committee takes the necessary measures to make known to the members the holding of the election and the rules that govern it.

The election chairperson settles any issue that arises in connection with the holding of the election, making sure to respect the letter and the spirit of the Constitution and Bylaws. In particular, they settle any issue that is not dealt with in the election procedure.

The Association provides the election committee with the resources and staff necessary for the proper conduct of the election.

9.03 Election Calendar

The electoral period begins no later than forty-five (45) days before the annual General Assembly and ends with the counting of the votes and the announcement of the results at the annual General Assembly.

9.04 Notice of Election

No later than forty-five (45) days before the annual General Assembly, the election committee sends all members a notice informing them of the holding of an election and identifying each of the positions in election in accordance with article 7.09.

The notice reminds the eligibility rules for the various positions in the election, the nomination procedure and the election calendar.

9.05 Candidacy Form

The election committee shall prepare a candidacy form for each position in the election and make it available to any interested person no later than one (1) week after the notice of election.

The form may require any information that the election committee deems necessary or useful for the proper conduct of the election.

9.06 Candidacy

Any regular member who wishes to be a candidate must submit the duly completed and signed candidacy form to the election committee no later than twenty-one (21) days before the annual General Assembly.

The candidacy must be approved by the signature of two regular members.

It must also be accompanied by a photo and a presentation text.

9.07 Candidacy Validation

The election committee ensures that the candidate meets the eligibility requirements for the desired position and that the candidacy is admissible. They shall notify the candidate of their decision within three days.

9.08 Publication of Candidates' List

As soon as the candidacy period is over, the election committee publishes in the secure section of the Association's website the list of candidates for each position, their photo and their presentation text.

During the election of the Presidency and the Vice-Presidencies, a report is also published indicating the number of days worked by each candidate in the area of jurisdiction of the Association during the last five (5) years.

These publications remain on the Association's website until the day of the counting of the ballots.

9.09 Electoral Campaign

As soon as possible, after the closing of nominations, the election committee brings together all the candidates competing for a position to discuss with them the rules concerning the conduct of the electoral campaign and in particular the ceiling on electoral expenses. In the absence of agreement between the candidates, the election chairperson sets these rules.

9.10 Election Campaign for the Presidency and Vice-presidencies

Candidates for the presidency and for a vice-presidency position must participate in a panel forum the terms of which are established by the election committee. Candidates for each position present their visions and goals, answer members' questions and debate with other candidates for the same position.

9.11 Presidency Election

The President is elected by all the regular members of the Association. When there is only one candidate, their election must nevertheless be ratified by the majority of the members who exercise their right to vote. If the candidate does not receive the support of the majority of members who exercise their right to vote, the election must restart.

9.12 Vice-presidency Election

A vice-president is elected by the regular members of the sector for which they is called upon to act, in accordance with article 7.07.

When there is only one candidate, their election must nevertheless be ratified by the majority of the members who exercise their right to vote. If the candidate does not receive the support of the majority of members who exercise their right to vote, the election must restart.

9.13 Election of Administrators

The administrators are elected by the regular members of the sector(s) for which they are called upon to act, in accordance with article 7.07. The candidates having obtained the most votes shall be declared elected.

If the number of candidates is equal to the number of vacancies, the candidates shall be elected by acclamation.

9.14 Ballots

The election is done remotely by secure electronic ballot. For this purpose, the election committee shall retain the services of an external company specializing in the matter.

The voting ballot for each election and the procedure to be followed for voting shall be sent to each member's email address no later than fifteen (15) days before the day of the annual General Assembly. For those with no email address listed in the membership register or no Internet connection, a mail-in voting ballot shall be sent to the last address listed in the membership register.

Electronic or mail-in voting ballots must be returned according to the procedure provided and received by the election committee no later than two (2) days before the day of the annual General Assembly.

9.15 Counting of the Voting Ballots

The election committee is counting the ballots and the election chairperson proclaims the results at the annual General Assembly, indicating the number of votes obtained by each of the candidates and the number of rejected ballots.

The election chairperson declares elected the candidate who obtains the greatest number of votes.

Each candidate may appoint one observer to monitor the counting of the ballots.

9.16 Tied Vote

In the event of a tied vote, the electoral committee must hold a second ballot, until a candidate obtains an absolute majority of the validly cast votes.

9.17 Installation

The elected officers take office at the closing of the annual General Assembly for a term of three (3) years ending at the closing of the annual General Assembly of the third year.

They must from that moment and for the entire duration of their mandate perform the duties of their office in accordance with the Constitution and Bylaws and to the best of their ability.

9.18 Transition

All officers must, at the end of their mandate, transmit to their successors all the Association's assets and documents in their possession and all information useful for the follow-through of the issues for which they were responsible.

Members of the outgoing Executive Board shall ensure a smooth transition of powers for the best interest of members.

Any deviation from these obligations constitutes serious misconduct towards the Association.

9.19 By-Election

When an officer position becomes vacant and an election needs to be held under Article 7.10, it shall be conducted in accordance with the provisions hereof, with the necessary changes.

A notice of election is given as soon as possible after the election committee has been informed that a vacant position needs to be filled by election.

9.20 Dispute

A regular member who intends to dispute the result of an election must submit their request in writing to the election committee no later than fifteen (15) days after the day of the counting of the votes and provide the detailed reasons for their dispute. The election committee has one (1) month from receipt of the dispute to carry out any necessary investigation and render a decision.

The election committee may, following their investigation, void the election and order a new general or partial ballot. Any such decision must be justified in writing and submitted to the Executive Board.

ARTICLE 10 SECTORS

10.01 Sectors

The Association has five (5) sectors for its internal governance, each headed by a vice-president. The sectors are defined as follows:

- Sector of fiction and advertising productions

All technicians working on fictional and advertising productions from Quebec, Canada and abroad but not the United States, excluding technicians from the camera sector and the post-production sector.

- Television and documentary productions sector;

All technicians working on television productions with a control room, on multi-camera productions shot with camerapersons, on productions shot with electronic video recording and on documentaries from Quebec, Canada and abroad but not the United States, excluding post-production sector technicians.

- American productions sector;

All technicians working on American productions, excluding technicians from the camera sector and the post-production sector.

- Camera sector;

All technicians in the camera department except those in the television and documentaries sector.

- Post-production sector;

All technicians working in post-production.

10.02 Composition

A sector is composed of regular members having worked in that sector in the two (2) calendar years immediately preceding the election year. If necessary, the Executive Board determines whether a person is a member of a sector.

Depending on needs and circumstances, the Executive Board may change the composition of a sector.

10.03 Sectoral assembly

A sectoral assembly is convened if necessary by the vice-president of the sector and in particular:

- a) to approve the demands of the Association within the framework of a collective bargaining;
- b) to accept or reject any proposed collective agreement, union contract or framework agreement;
- c) decide on going on strike or performing any other pressure tactics;

The vice-president presides over the sectoral assembly of their sector or can delegate the presidency of the sectoral assembly.

The sectoral assembly can debate and take decisions on any matter which concerns exclusively members of the sector.

Members of the Executive Board may attend and speak at all sectoral assemblies, but they do not have the right to vote unless they are members of the sector. The vice-president of the sector shall not vote, except in the event of a tied vote, in which case a deciding vote is granted to himself.

10.04 Notice of Meeting

Notice of a sectoral assembly is given by the sector vice-president and must indicate the purpose of the meeting, the day, time and location of the meeting. Notice shall be given at least ten (10) days in advance by all means to reach members as effectively as possible. In case of emergency, the notice of meeting may be given less than ten (10) days in advance.

Accidentally omitting to send the notice of meeting to one or more members or the non-receipt of a notice by one or more members, does not have the effect of nullifying the resolutions adopted at a sectoral meeting.

10.05 Quorum

The quorum is made up of the members present.

10.06 Vote

Only regular members of the sector have the right to vote at the sectoral assembly. The vote for the adoption of demands in collective bargaining is taken by show of hands. When it comes to accepting or rejecting a proposed collective agreement or deciding on a strike or a pressure tactic, the vote is taken by secret ballot.

The vote of the majority of the members present shall prevail except in the case of a strike where the support of 75% of the members present is required. In the latter case, the approval of the Executive Board is also required before the Association can initiate strike action.

10.07 Effects of the Sectoral Assembly Decisions

The Executive Board may suspend or invalidate a decision taken by a sectoral assembly if it is of the opinion that the number of members who participated in the decision-making is not representative, that a serious irregularity has been committed or that the decision taken is not within the sector's jurisdiction.

10.08 Multisectoral Assemblies

An assembly bringing together members from more than one (1) sector may also be held for the purposes mentioned in Article 11.03 when collective bargaining involves members from more than one sector. The provisions of articles 10.04 to 10.07 apply to a multisectoral assembly with the necessary modifications.

ARTICLE 11 COLLECTIVE BARGAINING

11.01 Bargaining Committees

For each collective bargaining to which the Association is a party, a bargaining committee is established by the Executive Board on the recommendation of the vice-president(s) of the sectors concerned.

The bargaining committee is made up of a number of members determined by the Executive Board.

The vice-president(s) of the sector(s) concerned is/are ex officio member(s) of the committee.

The Executive Board may call on internal and/or external resources for the preparation and conduct of negotiations.

11.02 Demands of the Association

The bargaining committee has the duty to prepare the Association's demands for collective bargaining in consultation with departments, members and the Executive Board. Demands must be approved by sectoral assembly or multi-sectoral assembly before being submitted to employers.

11.03 Collective Agreements

No collective agreement can be concluded without having been approved by the members to whom it applies and by the Executive Board.

ARTICLE 12 DEPARTMENT REPRESENTATIVES

12.01 Departments

A department is a body of the Association. It is made up of members holding the same classification, related classifications or classifications presenting common interests.

One person is elected as representative for each of the departments and reports to the Executive Board. Their work deals with any question concerning the classifications that make up the department and in particular the establishment and revision of the qualification criteria for the department's classifications as well as the recognition of experience gained outside the Association.

The precise composition of each department is determined by the Executive Board.

The number and composition of departments may be changed from time to time by the Executive Board based on changes to collective agreements or based on the community of interests of the members occupying the various positions.

12.02 Election of Representatives

The representative of a department is elected by the regular members of the concerned department. The Executive Board makes the necessary arrangements to hold the election.

If a representative's position becomes vacant, it is filled by a vote of the department members at a departmental assembly convened by the vice-president of the sector or by universal ballot of the department members, according to the directive of the Executive Board.

12.03 Term of Office

The term of office of the department representative(s) shall be three (3) years.

12.04 Eligibility

Any regular member of the department who has been continuously in good standing for the two (2) calendar years immediately preceding the election year is eligible for a department representative position. However, if no eligible person is nominated, any regular member in good standing may then present their candidacy.

ARTICLE 13 FINANCIAL AUDIT COMMITTEE

13.01 Mandate

The Financial audit committee's mandate shall be to:

- a) review all revenues and expenditures;
- b) check compliance of expenditures with current policies and expenditure authorizations and monitor their evolution;
- c) review and validate the cash reconciliation, treasurer's report, as well as all other cash accounts of the Association (leisure, group insurance plans, group retirement savings plans, strike funds, etc.)
- d) ask all questions necessary to fulfill their duties;
- e) if needed, make recommendations to the bodies of the Association;
- f) carry out audit of finances and treasury at each quarter-end;
- g) deliver an audit report to the Executive Board following its review;
- h) when needed, call a special General Assembly by unanimous decision;

- i) submit a report to the annual General Assembly after having submitted it to the Executive Board meeting prior to the General Assembly.

13.02 Composition, Election and Term of Office

The Financial audit committee consists of three (3) regular members and of one (1) person who is neither a member, nor an employee of the Association.

The three (3) regular members are elected for a three (3) year term of office by the annual General Assembly in the year in which the election to the presidency takes place.

The fourth member of the Committee shall be from time to time appointed by the Executive Board.

13.03 External Auditors

An external audit shall be produced every year. This report shall be transmitted to the Executive Board for adoption, then to the annual General Assembly.

ARTICLE 14 REVENUES

14.01 Revenues

The Association's revenues are derived from member dues, admission fees and other sources of revenue approved by the Executive Board.

14.02 Admission Fee

The amount of the admission fee as a member of the Association is set forth from time to time by the members' General Assembly and must take into account the admission fee payable to the International Alliance.

Administrative fees for processing a membership application may also be set forth from time to time by the General Assembly.

14.03 Annual Dues

Each member must pay annual dues. The amount of the dues is set forth from time to time by the members' General Assembly.

The annual dues are payable no later than December 31st for the following year.

14.04 Employee's Dues

In addition to the annual dues, each member must pay employee's dues corresponding to a percentage of their gross wages earned in carrying out their duties within the area of jurisdiction of the Association. The

percentage establishing the amount of the employee's dues is set forth from time to time by the members' General Assembly.

The latter also determines how to establish the amount of the employee's dues for persons who are not members of the Association, when they work within the area of jurisdiction of the Association.

14.05 Special Contribution

The Executive Board may propose to establish a special contribution for a limited period or for a particular purpose. The recommendation is submitted to members at the annual General Assembly or at a special General Assembly. Upon approval by a majority of members attending the General Assembly, proceeds of these special levies shall be the subject of separate accounts.

14.06 Retired Members

To maintain their status, retired members must pay annual dues the amount of which is set forth from time to time by the members' General Assembly.

14.07 Modification of Dues

When the Executive Board intends to propose an upward modification of the amount or the percentage of a due or of the admission fee, it must specifically include this question on the agenda of the annual General Assembly or of the special General Assembly, as appropriate.

When a member intends to propose a modification of a due or of an admission fee during a members' General Assembly, they must notify the Executive Board in advance, provide it with the text of their proposal and ask that this be specifically included in the agenda.

14.08 IATSE Members

The persons who are not members of the Association, but who are members in good standing of another IATSE local and who work within the area of jurisdiction of the Association signatory to reciprocity agreements, shall pay the same employee's dues as the members of the Association, but they shall not be required to pay the annual dues to the Association.

14.09 Exemption

The Executive Board must exempt a person from paying the annual dues or the employee's dues when the regulations of the International Alliance provide for such an exemption.

The Executive Board may, when exceptional circumstances justify it, waive the payment of the admission fee, or temporarily exempt a member from paying their annual dues or their employee's dues or postponing payment thereof. In such a case, the Executive Board determines whether the member retains their status as a regular member.

14.10 Procedures for Collecting Dues

Procedure for collecting various dues shall be established from time to time by the Executive Board. The latter may in particular adopt a policy providing for the payment of a penalty and/or interest for any delay in the payment of annual dues.

ARTICLE 15 FINANCIAL RULES

15.01 Fiscal Year

The Association's fiscal year shall begin on January 1st and end on December 31st.

15.02 Budget

The Executive Board shall annually establish a budget and submit it to the General Assembly for approval.

15.03 Funds of the Association

The funds of the Association shall be deposited in an accredited financial institution, where deposits are covered by the Canada Deposit Insurance Corporation and the l'Autorité des marchés financiers, in a checking account in the Association's name, and may be withdrawn through transactions signed by at least two persons duly authorized by the Executive Board. The Executive Board may also authorize any person to make electronic funds transfers as determined by the Executive Board.

The Association's funds shall be used to cover its current expenditures, as well as any other legitimate expenditure thereof, including admission fees required by the International Alliance, as well as various dues. Operating surplus funds may be invested in investments presumed sound as defined by the Civil Code of Quebec. Any investment income earned on a fund shall be added to it.

Disbursements from the general fund shall be done upon decision by the Executive Board. However, any disbursement exceeding \$20,000 that was not budgeted must be authorized by the General Assembly.

Persons authorized to sign cheques or make electronic transfers cannot approve and sign a reimbursement for their own expenses.

ARTICLE 16 DELEGATES TO BODIES

The Association's delegation to the International Alliance's Convention consists of members of the Executive Board and of other delegates having been elected by vote by members in General Assembly. The delegates must submit a report of their activity to the annual General Assembly following the Convention.

The Association's delegation to other bodies to which it is affiliated shall be set forth by the Executive Board.

ARTICLE 17 DECISION REVIEW

17.01 Appeal Bodies

A member who considers themselves aggrieved by a decision, an action or an omission of an officer, of a committee or of a department representative which, in their opinion, contravenes the Constitution, Bylaws or policies of the Association may request a review from:

- a) the President, for decisions, actions or omissions of a committee, representative or officer other than the President;
- b) the Executive Board, for decisions, orders, actions or omissions by the President;
- c) the General Assembly, for decisions, actions, or omissions by the Executive Board.

17.02 Revision Deadlines

To be admissible, a request for review must be filed within thirty (30) days of the decision, action or omission concerned or since it became known to the member concerned.

17.03 Review Procedure

The request for review must be made in writing, clearly state the facts on which it is based, indicate how the decision or action contravenes the Association's Constitution, Bylaws or policies and be dated and signed by its author. It must be transmitted to the secretary.

A copy of the request for review must be filed to the Executive Board within the fourteen (14) following days. The latter may summarily dismiss any request for review that it considers abusive or manifestly ill-founded.

If it deems that the request should proceed, the Executive Board shall, within the following fourteen (14) days, take the necessary steps to have the request for review delivered to the body designated to deal with it.

Decisions of review bodies are based on the evidence and information available to the person or body who made the original decision.

17.04 Right of Appeal to the International Alliance

The procedure for appealing a decision of the Association is provided for in the Constitution and Bylaws of the International Alliance.

This provision does not apply in disciplinary matters which are governed by Article 18 of this Constitution.

ARTICLE 18 DISCIPLINE AND UNION ETHICS FOR MEMBERS AND OFFICERS

18.01 General Provisions

In addition to sanctions specifically provided for in these Constitution and Bylaws, members or officers shall be subject to disciplinary action if they fail to meet their duties and obligations by violating or derogating from specific provisions of the Association's or International Alliance's Constitution and Bylaws, or if their conduct interferes with the goals pursued by this Association or the International Alliance, or if they discredit their position, the Association or the International Alliance.

Members shall consent to sanctions and disciplinary measures provided for in the Constitution and Bylaws of the Association or in those of the International Alliance, and agree not to resort to any external tribunal.

Without limiting the general provisions, any member or officer may be the subject of a complaint and is liable to sanction, for having committed, among others, one of the following offences:

- a) disclosing or providing information about the Association's business to people with competing interests;
- b) working for an employer against whom a strike has been called, unless authorized by the Association's President;
- c) working at lower rates or conditions than what is provided for by the collective agreement signed by the Association;
- d) allowing anybody to use their membership card;
- e) seriously failing to fulfill their responsibilities (in the case of an officer)
- f) violating privacy of Association's deliberations;
- g) undermining an organizing drive or advocating against the Association or the International Alliance;
- h) cheating in a ballot of the Association, voting illegally, using violence and coercion, or committing any other misconduct not previously mentioned and violating in any way the voting right of a member;
- i) committing any misconduct contrary to the interests of the Association or the International Alliance, or engaging in any behaviour not suitable to a unionized person;
- j) refusing to appear on the scheduled date at a hearing called by a body of the Association, without any valid reason and without notifying in writing the secretary at least twenty-four (24) hours before the deadline to agree on postponement;
- k) violating any provision of these Constitution and Bylaws or those of the International Alliance.

18.02 Complaints

Any complaint against a member accusing themselves of conduct giving rise to discipline must be made in writing in a sworn affidavit.

That affidavit must clearly indicate the alleged offence, the name of the accused, the time, date, location and nature of the alleged offence, followed by the name of any witness to the offence known to the plaintiff. This affidavit must be signed by the plaintiff.

18.03 Penalties for Malicious Complaint

Should a complaint be maliciously laid against any member, the accuser shall be liable to a fine of \$500,00 that may be imposed when the complaint is rejected. In addition, they may be charged under these proceedings and may be subject to expulsion.

18.04 Filing a Complaint and Reply Time

A complaint must be laid with the secretary within a maximum period of sixty (60) days of becoming aware of the facts giving rise to the complaint. The person concerned by a complaint must be notified by the secretary within a maximum of seven (7) days of receipt of this complaint.

The person concerned by the complaint then has fifteen (15) days to respond summarily and send their response to the secretary.

Within the following fifteen (15) days, the Executive Board must decide whether the complaint is serious enough to be referred to a disciplinary board or whether it should be dismissed on the spot. It shall notify both parties concerned of its decision.

If the person against whom the complaint was filed is the secretary, the complaint can be submitted to any other officer who is not the subject of the complaint. If the case involves all Executive Board members, the plaintiff shall file their complaint directly with the International Alliance's president.

18.05 Immediate Suspension by the Executive Board

The Executive Board may immediately suspend or expel any member who causes serious or irreparable harm to the Association, including by advocating or campaigning for a rival organization. If the member intends to contest this suspension or expulsion, they must request in writing to the secretary that a disciplinary board be formed to hear the evidence of the acts for which they are accused and to be given the opportunity to defend themselves.

A suspended member loses the right to the benefits and advantages granted by their status.

The suspension remains in effect until canceled by the Executive Board. The expulsion is final unless canceled by the Executive Board.

18.06 Complaint Against an Officer

In the event that a complaint concerns an officer of the Association, if deemed necessary, the Executive Board may temporarily suspend this officer from their position and, if applicable, the payment of any remuneration, pending the conclusion of the disciplinary process.

If the officer has been temporarily suspended from their position and the complaint is withdrawn or dismissed, they must be immediately reinstated in office with retroactive payment.

When an officer against whom a complaint has been filed is temporarily suspended from their position, the Disciplinary Board must hear the matter within thirty (30) days of the date on which they was suspended.

18.07 Complaint Withdrawal

A complaint may not be withdrawn unless the plaintiff has agreed to do so.

18.08 Waiver of Hearing

The person who is the subject of a complaint may acknowledge that the complaint is well founded and waive a disciplinary board hearing, provided it is done in writing. They can also provide any explanation for their conduct.

18.09 Appointment of the Disciplinary Board

When required, the Executive Board immediately initiates the process of appointing the disciplinary board. The disciplinary board is made up of three members of the Executive Board. If deemed necessary to ensure a fair and impartial trial, the Executive Board may designate a person or persons who are not members of the Association to sit on the disciplinary board with or in replacement of the members of the Executive Board.

18.10 Fair Treatment

No provision of these Constitution and Bylaws may be interpreted in such a way as to deprive a member who is the subject of a complaint of their right to a fair and impartial trial.

However, this disciplinary procedure does not apply when a member is suspended or expelled for failure to pay their dues, contributions, fees, penalties, or other financial obligations.

18.11 Hearing

The hearing is presided by the disciplinary board which determines the rules of evidence and procedure to be followed in compliance with Article 18.10.

18.12 Disciplinary Board Report

The Disciplinary Board, after having heard all the evidence and arguments, shall decide whether the complain is well-founded and shall draw up a written report of its findings. If necessary, it shall recommend the sanction to be enforced.

Should the disciplinary board find that the complain is unfounded, the Executive Board must uphold this finding and dismiss the complaint.

Should the disciplinary board conclude that the charge is well-founded in whole or in part, the Executive Board may suspend the member concerned by the complaint, expel themselves from the Association or enforce any other sanction deemed appropriate.

The suspension or expulsion of an Executive Board member shall be endorsed by two thirds (2/3) of the Executive Board members.

The decision of the Executive Board is enforceable immediately and despite any appeal.

A copy of the disciplinary board's report and of the Executive Board's decision shall be served on the plaintiff and on the accused, either personally or by certified mail within the following five (5) days.

18.13 Forwarding the Decision to the Members and approval

When all appeal deadlines have expired, a summary of the disciplinary board's report and of the Executive Board's decision shall be sent to members through appropriate means of communication. This summary report is approved at the next members' General Assembly subject to an appeal according to article 18.14.

18.14 Appeal Before the General Assembly

A member who has been the subject of a disciplinary sanction which could deprive themselves of work may appeal the decision of the Executive Board to the next members' General Assembly. The appeal is lodged by the transmission to the secretary of a written request to this effect within fifteen (15) days of service of the decision of the Executive Board.

The appeal may relate to the findings of the disciplinary board and the decision of the Executive Board.

The General Assembly decides on the procedure to be followed for hearing the appeal. This procedure shall respect the minimum set out in sections 25, 26 and 27 of article sixteen in the Constitution of the International Alliance. It may appoint a committee and delegate to it the task of hearing the appeal and reporting on it.

The decision of the General Assembly is final.

18.15 Sentence Reported to the International Alliance President

The President of the Association shall notify the President of the International Alliance of any disciplinary sanction imposed upon a member.

18.16 Right of Appeal to the International Alliance

The member who has been the subject of a disciplinary sanction who considers themselves aggrieved by the findings of the disciplinary board or by the decision of the Executive Board may, after having exhausted the appeal procedure to the General Assembly, lodge an appeal with the International Alliance by following the procedure provided for this purpose in the Constitution of the International Alliance.

The decision of the General Assembly is enforceable despite the appeal lodged with the International Alliance.

ARTICLE 19 INTERPRETATION OF THE CONSTITUTION AND BYLAWS

The President of the Association shall interpret the Constitution and Bylaws and their interpretation is binding.

It may be overturned by the Executive Board by a vote of two thirds (2/3) of its members or by the members' General Assembly by a vote of two thirds (2/3) of the attending members.

ARTICLE 20 AMENDING THE CONSTITUTION AND BYLAWS

The Association's Constitution may be amended by the members' General Assembly by a two-thirds (2/3) vote of the voting members.

The Association's Bylaws may be amended by the members' General Assembly by a majority vote of the voting members.

Any proposed amendment to the Constitution or Bylaws must be specifically mentioned in the meeting notice of the General Assembly and the text of the amendment must be attached to the meeting notice.

An amendment may be proposed by the Executive Board or by three regular members.

Members who wish to propose an amendment to the Constitution or Bylaws must notify the Executive Board before the members' General Assembly meeting notice is sent and provide the Executive Board with the text of the proposed amendment.

Before coming into force, amendments to the Association's Constitution and Bylaws must be approved by the International Alliance President.

ARTICLE 21 MERGER AND DISSOLUTION

Merger of the Association with another organization must be approved by the members' General Assembly by two thirds (2/3) of the voting members. This is also true of the dissolution of the Association.

Any merger or dissolution of the Association shall occur in accordance with the Constitution of the International Alliance.

In anticipation of a merger or dissolution, the members' General Assembly may decide to transfer the assets of the Association to another association pursuing objectives similar to those of the Association.

When there is merger or dissolution, the Association may also distribute all or part of its net assets among its regular members.

ARTICLE 22 TRANSITORY PROVISIONS

These Constitution and Bylaws were adopted under a consolidation and merging agreement between the Alliance québécoise des techniciens et techniciennes de l'image et du son, Local 514 and Local 667 of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada.

Consequently, and notwithstanding anything to the contrary herein contained, the said consolidation and merging agreement cannot be modified, and all the bodies of the Association must enforce it.