

**CONSTITUTION
I.A.T.S.E. LOCAL 631**

ARTICLE I NAME, AFFILIATION AND JURISDICTION

SECTION 1. The name of this organization shall be Local Union No. 631, International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, it's Territories, and Canada (hereinafter called the "Local").

SECTION 2. This Local has been established and exists by virtue of a Charter issued by the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States, it's Territories, and Canada (hereinafter called the "Alliance" or "International") and pursuant to the Constitution and By-laws of the International.

SECTION 3. Jurisdiction of the Local shall embrace the jurisdiction set forth in the Charter granted, and as more fully defined in Article XVIII, Sections 9 and 10 of the International Constitution.

ARTICLE II OBJECTS

SECTION 1. This Local is dedicated to the principals 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 promote 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 III. MEMBERSHIP

SECTION 1. QUALIFICATIONS 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 this Union; and no member so expelled shall ever be eligible for reinstatement thereafter.

Applicants for membership in this Local must be employed in the theatrical, television, moving picture industry, or in other occupations within the jurisdiction of this Local or must be capable of obtaining such employment, and must possess sufficient experience and ability to pass a reasonable examination on the particulars of their respective crafts.

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 preceding their application within the jurisdiction of this Local, and be a resident of the United States or Canada.

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, sexual orientation or age.

SECTION 2. APPLICATION FOR MEMBERSHIP

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

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

Each application must be accompanied by the appropriate initiation fee, which will be returned if the application is rejected.

A non-refundable processing fee, as set by the international must accompany each application sent to the International.

Any employee of Walt Disney World working in a job over which this Local has jurisdiction, who wishes to become a member of this Local need only submit an application on the official form. For these individuals only, the initiation fee shall be \$10.00 and the processing fee is waived by the International.

SECTION 3. EXAMINATION OF APPLICANTS

Applicants for membership may be required to submit to examination as to their competency and qualifications. Such examination shall be before a Board of Examiners, consisting of or appointed 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.

In the case of an employee of Walt Disney World making application to this Local, this section does not apply, and the endorsement of the general Secretary-Treasurer is all that is necessary before further action can be 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 membership. Open discussion shall be permitted and at a regular meeting of the Local, the application shall be balloted upon, and a majority vote of the members present shall be required for acceptance of said applicant.

In the case of an application submitted by an employee of Walt Disney World and approved by the General Secretary-Treasurer of the International, no balloting or discussion shall be permitted and at a regular meeting of the membership following the return of the approved application, the applicant shall be given the pledge and will become a member of this Local and of the Alliance with all rights, privileges, and responsibilities of full membership.

SECTION 5. REGISTERED APPRENTICES

With the inception of a viable apprenticeship training program, this Local may register the number of apprentices permitted by the International Constitution and By-laws. They shall make applications to this Local on regular application forms. They shall have the same financial obligations as the regular members. They shall, at all times, be under the supervision of the Business Agent, and shall have voice but no vote at the meetings during their period of apprenticeship.

An apprentice, after serving a minimum of six (6) months, may apply to the Executive Board, in writing, for full membership.

After serving three (3) years Apprenticeship they shall, if not previously voted in, be balloted upon by the membership, and shall become full members or their connection with this Local

shall cease entirely, dependent upon the vote of the membership. In the event the Apprentice is not elected to membership, their initiation fee shall be returned.

ARTICLE IV HEADQUARTERS

The Headquarters and main office of this Local shall be within the City of Orlando or within the jurisdiction at such place as may be designated by the Local.

ARTICLE V 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

Regular meetings shall be held each month on the first Wednesday of the month at 8:00 PM.

Special meetings shall be called by the President on petition of no less than thirty (30) members, and no business other than that for which such meeting is called, shall be conducted thereat. The petition must be submitted in typewritten form bearing the signatures and printed names of the petitioners.

A majority of the Executive Board, as well as the President, shall also have the power to call special meetings.

A quorum of thirty (30) members in good standing is required to open a meeting for the transaction of lawful business. In the event that two (2) consecutive monthly meetings are scheduled and the required quorum of thirty (30) members in good standing is not met, the Chair may FORCE the meeting if there is at least two thirds of the quorum (20) members in good standing in attendance in order to transact the lawful business of Local 631.

To attend a meeting, members must pay all outstanding financial obligations prior to admission to said meeting.

SECTION 3. EXECUTIVE BOARD MEETINGS

The Executive Board shall meet at least once a month and at such times as called by the President. A majority of the members of the Board shall have the power to call an Executive Board meeting. All members of the Board shall be notified in advance of such meeting. A majority of the members of the Board shall constitute a quorum.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

SECTION 1. ELECTED OFFICERS AND ELIGIBILITY

There shall be elected to office the following officers and boards:

- President
- Vice President
- Business Representative
- Secretary-Treasurer
- Executive Board: To consist of the President, Vice President, Business Representative, Secretary-Treasurer, Young Workers Committee Chair, and nine (9) members elected by the body.
- Board of Trustees: To consist of three (3) members, the one receiving the highest vote shall have the power to appoint the chair.
- Sergeant-At-Arms
- Delegates to Florida and Central Florida AFL-CIO
- Delegates to the International Convention, who will also serve as Delegates to the 14th District Convention.
- Young Workers Committee Chair

To be eligible for office, a person must have been a member in good standing for a period of two (2) years and not be disqualified from holding office under any applicable Governmental Law.

The President, Vice President, Business Representative and Secretary-Treasurer cannot hold dual elective office.

Any member in good standing with this Local may serve as a delegate.

SECTION 2. NOMINATIONS

Nominations will be open at the regularly scheduled meeting in February of the election year.

Members shall be notified by mail of the date, time, and place of the meeting at which the nominations are to be taken at least fifteen (15) days in advance of such meetings. Such notice shall also state the offices to be filled by election and the manner in which the nominations are to be received. A quorum at the nomination meetings is not required to proceed with nominations.

Nominations may be made from the floor. Additionally, members names may be placed in nomination by members in good standing by letter, either via certified mail or hand delivered, to the Secretary-Treasurer prior to the March meeting. Such nominations made by letter must be notarized to be valid.

If nominated for an office, a member present shall be required, prior to the close of nominations for such office, to accept or decline the nomination in the following manner:

After the second call by the Chairman for an office, the chairman shall ask if any of the nominees present desire to withdraw their name from such nomination. (If a nominee does not withdraw at this time, he or she shall not be eligible for nomination to any other office other than delegate.) After recognizing any withdrawals, the chairman shall ask for the third and final time, "Are there any further nominations for the office of _____." Hearing no further nominations for such office, the nominations for such office shall be closed.

Any member duly nominated, but not in attendance of the monthly meeting, must notify the Judge of Elections via notarized letter within 14 days of the close of nominations. This letter is to state the members intentions, unless a notarized letter has been presented to the Secretary Treasurer prior to the March meeting. If no letter is received within 14 days after the close of nominations, the members name will be withdrawn from the election.

Any nominee wishing to withdraw from the election must send a notarized letter to the Judge of Elections within fourteen (14) days of the close of nominations.

After nominations have closed at the March meeting, the President shall appoint a Judge to have charge of the elections and two (2) tellers, none of whom shall be a candidate, to assist in the elections under the direction of the Judge.

SECTION 3. ELECTIONS

Beginning in calendar year 1999 the election shall be held triennially in the month of May on the designated election day. At such elections, there shall be elected the Officers provided for in Article VI, Section 1, of this Constitution and By-laws

Notices of Election shall be mailed to all members at least thirty (30) days prior to elections, specifying the date, time and place of the election and the nominees for offices to be filled. Such notices shall be mailed to the members' last known address.

The Notice of Elections will be mailed with an "Official Ballot." Along with this ballot there will be a list of instructions for the proper processing of the ballot. Such notices will be mailed to the members' last known address. The instruction list is described below.

VOTING INSTRUCTIONS

1. Enclosed find one "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 addressed to the Judge of Elections and will also have a postmark date printed on the lower left hand corner.
2. On the Official Ballot mark the square provided opposite the party for whom you wish to vote.
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 and postmarked no later than midnight of the date printed on the lower left hand corner of the envelope. YOUR BALLOT WILL BE VOID AND WILL NOT BE TALLIED IF IT DOES NOT COMPLY WITH THESE INSTRUCTIONS.
6. Any erasers 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 of the ballot will be void. 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. Write in votes are invalid and shall not be counted.
9. If you make a mistake on the ballot, you will be issued a new ballot in exchange upon request, by the Judge of Elections.

10. If the ballot for any reason does not seem correct to you as described above, you then can exchange it for another using the procedure described above.

11. All ballots that are cast blank shall not be counted in the total number of votes cast.

12. All ballots must be mailed in accordance with instructions enclosed with your official ballot.

ENVELOPES THAT CONTAIN MORE THAN ONE BALLOT SHALL NOT BE COUNTED AND SHALL BE CONSIDERED AS VOID.

HAND DELIVERED BALLOTS WILL NOT BE ACCEPTED AT ANY TIME AND SHALL BE CONSIDERED AS VOID.

SECTION 4. ELECTION DAY

The Judge of Elections, in conjunction with at least two (2) Tellers, shall count the ballots. It shall be the duty of the Secretary of the Local to preserve the ballots and all other records pertaining to the election for a period of one year.

The eligibility of members to vote must be verified by one of the election officials.

Upon the polls being declared closed, the Judge shall open the ballot box and have the ballots counted. If the total agrees with the tally, the Judge and Tellers shall then proceed to the official count of the votes for the different candidates. The total of each candidate's vote shall be recorded on a recapitulation sheet, which must be signed by the Judge and Tellers, and delivered to the President at the next meeting. The President shall then read the results to the meeting and those candidates who receive the highest number of votes shall be declared elected.

Any candidate shall have the right to have an observer (who must be a member in good standing in the Local) present at the counting of the ballots. An observer cannot be a candidate for office.

All reasonable request of any candidate to distribute campaign literature by mail or otherwise, at the candidate's own expense, to the members in good standing shall be honored.

Every candidate shall have the right once within thirty days prior to the election to inspect (but not copy) a list containing the names and last known addresses of all members of this Local who are subject to a collective bargaining agreement requiring membership in this Local.

Elections shall be conducted by secret ballot. Absentee balloting is permitted. Only those members duly nominated shall be candidates for office (write-in votes for those not duly nominated shall not be counted.)

If there is only one candidate for any office, the Secretary shall cast a unanimous ballot for that candidate and same shall dispense with the requirement of a secret ballot vote for that office

SECTION 5. DELEGATES TO CONVENTION

The President, Business Representative, Secretary-Treasurer will be three of the delegates sent by virtue of their offices. Nominations of additional delegates, if required to the Conventions, set forth in Article VI, Section 2, shall apply to the elections of the Convention Delegates. After the nominations are closed in March, the balloting on the candidates for delegates to the convention will take place in May.

Those candidates with the most votes will be declared the Delegates. Other candidates will serve as Alternate Delegates. Such Alternate Delegates will be called upon to serve as needed in accordance to their standing in the election.

The number of Delegates chosen for International and 14th District conventions shall be limited to a total of six (6) delegates and the total number of AFL-CIO delegates shall be limited to two (2). Should Local 631 be entitled to more votes at any convention or meeting than Delegates or Alternates elected, those extra votes shall be distributed among the delegates in the following order: President, Business Representative, Secretary-Treasurer, then to delegates in descending order of votes cast at the election.

All officers who are Delegates by virtue of their office and members who are nominated must accept or decline all duties and obligations that accompany the office of Delegate at the time of nominations, so as to guarantee the membership of the Local that they will be properly represented at the conventions and/or meetings. A Delegate may reverse acceptance only by permission of the Executive Board for reasons of personal illness, death in the family, professional obligations, or unforeseen Act of God. Failure to gain such permission between the time of acceptance and carrying out of the Delegate's duties will result in the prohibition of that individual from representing the Local as a Delegate to any meeting or convention for a period of five (5) years.

Any Delegate not fulfilling his or her duty to the Local by failing to attend all convention meeting to which he or she has been assigned, unless excused by reason of personal illness, death in the family, or unforeseen Act of god, shall be prohibited from representing the Local as a Delegate to any meeting or convention for a period of five (5) years.

SECTION 6. INSTALLATION

The officers and delegates shall be installed at the first regular meeting following their election and subscribe and assent to the required pledge before entering upon the duties of their office.

ARTICLE VII DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The President shall preside at all meeting of the membership and of the Executive Board and shall at all times conduct the same in accordance with this Constitution and by-laws and the standing rules attached hereto.

In 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 see that all officers perform their duties as prescribed by the Constitution and By-laws and shall be a member Ex-officio of all committees.

The President shall, with the consent of the Executive Board, use all moral and financial aid in enforcing the rules, wage scale and conditions of this Local.

The President shall appoint the members of committees.

If a vacancy should occur during the term of any officer of this Union, the President shall have the power to appoint a member in good standing to take his place temporarily until the vacancy shall have been filled by the membership at a by-election, unless the term is six (6) months or less before election time, then the President shall appoint someone to fill the position.

The President shall also be empowered to appoint Delegates to such conventions or trade assemblies (other than those named in Article VI, Section 1, hereof) as shall be of interest and importance to this Local.

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 by the membership at a by-election.

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

SECTION 2. VICE PRESIDENT

In absence of the President, the vice President shall assume all duties of the President. In the absence of the President and Vice President at a meeting, the body shall select a presiding officer.

SECTION 3. SECRETARY-TREASURER

It shall be the duty of the Secretary-Treasurer to attend all meeting of the membership and of the Executive Board. The Secretary-Treasurer shall handle all correspondence for the Local and make sure that all reports required by the General Office and the government are filed on time. The Secretary-Treasurer shall keep a duplicate copy of all correspondence and shall retain personal possession of the Local's seal.

“Further, it shall be the duty of the Secretary-Treasurer to record the minutes of meetings of the General Membership, but not necessarily verbatim, the proceeding of such meeting. Said minutes should faithfully convey the intent and messages of the meeting.

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

The Secretary-Treasurer shall deposit all money in a bank approved by the membership, same to be in the name of the Local, subject to withdrawal by checks signed by both the Secretary-Treasurer and President.

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

SECTION 4. BUSINESS REPRESENTATIVE

The Business Representative shall supply employers with manpower when called upon to do so.

The Business Representative shall keep a correct list of all work given out, as well as a list of the unemployed.

The Business Representative shall report to the Executive Board all alleged violations by members of the laws of the Local.

The Business Representative shall perform such duties as ordered by the membership or by the Executive Board between membership meetings. While under the supervision of the Executive

Board at all times, the Business Representatives shall have full charge of the office of this Local, under the direct supervision of the President, representing the Local in all dealings with employers.

The Business Representative shall be empowered to appoint job steward, call steward, leads, heads of department or qualified assistants in any areas deemed necessary.

The Business Representative shall serve as Chairman of the qualifications Board.

The Business Representative shall investigate all complaints and decide, if possible, upon all questions in dispute between employer and employee, accepting any honorable means toward an amicable settlement that may be deemed essential to the best interests of this organization. The Business representatives can ask for the assistance of the Executive Board in all cases deemed necessary.

The Business Representative, as an elected officer of the Local, shall be responsible for all areas of the business within the Local, as determined by the President, the Executive Board, and the membership.

SECTION 5. 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 meeting. The Board of trustees is charged with responsibility of seeing to it that any officers and employees of this Local who handle its funds and property are bonded to the extent and in the amount and form required by law. The expense of such bonds shall be borne by the Local. 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 for at least five (5) years from the dates such reports were filed.

SECTION 6. EXECUTIVE BOARD

The Executive Board shall investigate all complaints referred to them by the Business Representative or Membership and decide, if possible, upon all questions in dispute between employer and employee, accepting any honorable means toward an amicable settlement that may be deemed essential to the best interests of this organization.

The Executive Board shall decide upon all matters referred to them by the membership and their decision shall be binding unless reversed by a majority vote of the members present at a regular or special meeting of the Local.

They shall have the power to summon any member of this Local to appear before the Executive Board when they deem it necessary and those failing to answer may be held in contempt.

The Board is responsible for recording their own minutes and for reporting to the body.

SECTION 7. SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-At-Arms to be present at all membership meeting and see that none but members in good standing enter the meeting hall. The Sergeant-At-Arms shall carry out such instructions as are given by the presiding officer.

SECTION 8. DELEGATES TO INTERNATIONAL CONVENTION

The delegates shall perform their duties as prescribed by the Constitution and By-laws of the International Alliance and report thereon at the next regular meeting following the Convention.

SECTION 9. OTHER DELEGATES

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

SECTION 10. YOUNG WORKERS COMMITTEE CHAIR

The Membership shall elect one Member who is under the age of 35 at the time of Election to be the Chair of a Young Workers Committee.

It shall be the duty of the Young Workers Committee Chair to chair the Young Workers Committee and to sit as a full member of the Executive Board. The Young Workers Committee Chair shall see to engaging the Young Workers of Local 631; instilling the principles of Trades Unionism, and activism; and encouraging participation by the next generation of Members. The Young Workers Committee Chair shall report to the Executive Board at each Executive Board the activities and plans of the Young Workers Committee. The Young Workers Committee Chair shall report or designate a Member of the Young Workers Committee to report the General Membership the activities and plans of the Young Workers Committee each meeting.

SECTION 11. COMPENSATION OF OFFICERS

The designation of those officers to be compensated for their services and the amount of compensation they are to be paid shall be determined by majority vote of the membership at the regular meeting immediately preceding the meeting at which nominations for office are held and once fixed shall not be reduced during the term of office. Any proposed increase during the term of office of the compensation so fixed shall require a two-thirds (2/3) majority favorable vote by secret ballot of the members present at a special meeting.

ARTICLE VIII TRANSFER 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. The transfer fee shall be \$100.00.

SECTION 2. REINSTATEMENT OF MEMBERS

Any member who has been suspended from membership shall be required to pay a reinstatement fee of \$100.00, together with all financial obligations that may have accrued against them during the period of suspension.

Any member who has been expelled shall be required to make applications as new member, and shall be governed by all conditions pertaining to same.

SECTION 3. REINSTATEMENT OF FORMER HONORED MEMBERS

Any person formerly a member of this Local may be reinstated by depositing their Honorable Withdrawal Card (provided that they have had said card for a period of at least six (6) months and paying a fee of \$50.00.)

The reinstatement of such former honored members shall be subject to the approval of the body.

ARTICLE IX DUES AND ASSESSMENTS

SECTION 1. DUES AND ASSESSMENTS

It shall be compulsory for each member, in advance, on a quarterly basis, except retired members, to remit dues payment to the Local of not less than \$15.00 over and above the amount of per-capita tax required by the International, of which one-dollar (\$1.00) shall be allotted to a Good & Welfare Fund.

Members employed on a full-time basis within the jurisdiction of Local 631 shall pay thirty-eight dollars (\$38.00) over and above the per-capita tax required by the International, per quarter, payable in advance.

Members not employed on a full-time basis within the jurisdiction of Local 631 shall pay twenty dollars (\$20.00) over and above the per-capita tax required by the International, per quarter, payable in advance, and 4% (four percent) of gross earnings in the jurisdiction of the Local.

Whenever any per capita tax paid by this Local is increased, the quarterly dues shall be increased in a corresponding amount in order to compensate for such per capita increase.

Members working under an IA Pink Contract shall pay 4% of the amount guaranteed minimum under such contracts by the IA.

SECTION 2. INITIATION FEE

The initiation fee shall be \$400.00 (excluding Walt Disney World).

The initiation fee may be lowered or waived by the membership for organizational purposes.

SECTION 3. SPECIAL 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 to the membership a special assessment.

SECTION 4. CHANGE IN DUES

The amount of dues provided for herein shall not be changed, nor any special assessment be levied or increased, unless approved by the membership by majority vote conducted by secret ballot at a regular or special meeting of which a written notice of this proposed action was mailed to the membership at least 15 days prior to said meeting.

SECTION 5. INVESTMENTS

The executive board, subject to approval of the membership, shall be permitted to invest the surplus money of the Local in any legitimate high interest bearing investments or no risk plans such as U.S. Government bonds, Municipal Bonds, etc.

SECTION 6. OUT OF TOWN MEMBERS

Members of other locals of the Alliance desiring to be placed on the work list of this Local, shall be a resident of this jurisdiction and be required to pay 4% of gross wages on work gained through the office of this Local, but shall not pay quarterly dues.

SECTION 7. EXTRA PERSONNEL

All extra personnel, defined as any person who is not a member of this Local, desiring to be placed on the work list of this Local, shall be a resident of this jurisdiction and be required to pay 4% of gross wages and a fourteen dollars and twenty-five cents (\$14.25) per quarter Referral Hall fee.

SECTION 8. AUTHORITY TO EXPEND FUNDS

The funds of this Local shall be used to defray the operating expenses provided for herein and for other legitimate purposes to accomplish the objectives of the Union. However, all expenditures must be approved by the membership at duly convened meetings.

ARTICLE X 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 obligation to this Local within 30 days after same became payable shall result in such member being automatically declared not in good standing. The dues, based on a quarterly schedule will come due on the first month of each quarter as follows: January, April, July and October. The assessment fee for each month will come due monthly on the first (1st) Tuesday of the next month. Once the financial obligation goes past thirty (30) days, there will be a service charge of \$20.00 for non-payment of dues and the same \$20.00 service charge for assessments not paid past the 30 days due date. 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 and should the member fail to pay up in full his indebtedness within ten (10) days after written notice by certified mail of his default has been sent him, the member shall be deemed automatically expelled unless prior thereto, an extension of time to pay has been granted 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 his obligations to the Local not only financially but in all other regards.

ARTICLE XI IMPEACHMENT OF OFFICERS

SECTION 1. GROUNDS

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

SECTION 2. CHARGES

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

SECTION 3. 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 \$100.00, plus the expenses of all the proceedings incurred.

SECTION 4. CHARGES 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 5. BY WHOM AND TO WHOM PREFERRED

Charges against officers may be preferred by any member or officer of the Alliance. Charges shall be filed with the Secretary of this Local. If a majority of the Executive Board members have been charged, the charges may be filed with the International President who shall be empowered in that event to appoint the members of a trial board who may be either members of this Local or any other Local of the Alliance.

SECTION 6. COGNIZANCE OF CHARGES

The Secretary shall refer the charges to the Executive Board, which shall have the power to declare such charges cognizable or not. If cognizance is taken of the charges the accused shall be temporarily suspended from the office and further payment of salary to the accused shall be withheld pending the outcome of the trial. The Executive Board shall in that event make suitable provisions for the efficient discharge of the duties of the accused during the suspension period. If the Secretary is charged, the charges may be filed with any other officer of the Local not under charges.

SECTION 7. WITHDRAWAL OF CHARGES

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

SECTION 8. NOTICE

Within one week after cognizance of the charges, the Executive Board shall cause to be served upon the accused officer, personally, or where this is impossible, by registered mail to the accused's last known address, a duplicate copy of the charges which shall have notice of the time and place appointed for the hearing thereon. Provided that such notice shall be served on or mailed to the accused at least one (1) week prior to the date appointed for the hearing.

SECTION 9. CONTINUANCE

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

SECTION 10. APPEARANCE FOR TRIAL

If the accused so desires, the right of appearing before the Trial Board may be waived. Or a fellow member of the I.A.T.S.E. may be designated by the accused to appear and to conduct a defense in the accused's behalf, provided that such waiver or appearance shall not be prejudicial to the accused and the trial shall, in the absence of the accused, proceed in said absence.

SECTION 11. TRIAL BOARD

A trial Board will be elected by the body, consisting of 7 members and 2 alternates. The election will be at the membership meeting where charges against the accused are read.

The Trial Board shall sit in the impeachment cases and shall conduct at the hearing upon the charges a thorough inquiry into the merits of the case, according to the complainant and the accused alike, a full and impartial hearing. In the conduct of such trial the provisions of Article XII, Section 16, 17, 18, 19 and 20 of this constitution shall be observed.

SECTION 12. PENALTY

The guilt or innocence of the accused shall be determined by a majority vote of the Trial Board. If the accused is found guilty as charged it shall then become the duty of the said Board to declare the office of the accused vacant and the successor or said officer shall be selected in a manner provided in this constitution, and the accused shall, in addition, be subject to such discipline as the Trial Board may decide to impose, including expulsion, suspension and/or fine.

SECTION 13. APPEALS (Covered by Article XIII.)

ARTICLE XII DISCIPLINE OF MEMBERS

SECTION 1. GROUNDS

In addition to the penalties expressly provided under the various sections of the Constitution and By-laws, any member who shall breach their duty as a member by violation of the express provisions of the Constitution and By-laws of this Local or of the Alliance or by such conduct as is detrimental to the advancement of the purposes which this Local or the Alliance pursues, or as

would reflect discreditable upon this Local or the Alliance, shall be subject to discipline in the manner set forth in the sections following.

SECTION 2. FAIR TRIAL

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

SECTION 3. CHARGES

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

SECTION 4. PENALTY FOR PREFERRING FALSE CHARGES

If false charges shall be maliciously preferred against any member, the person or persons preferring such charges shall be fined \$100.00, the fine to be imposed upon the acquittal of the member accused, plus the expenses of all the proceedings incurred.

SECTION 5. CHARGES FILED IN DUPLICATE

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

SECTION 6. TO WHOM PREFERRED AND WHEN

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

SECTION 7. WITHDRAWAL OF CHARGES

After charges have been filed with the Secretary, they shall not be withdrawn unless the member accused shall consent to the withdrawal. If the accused consents to the withdrawal of charges, this does not prevent any other member of the Local or officer from filing charges on the same violation of against the accused.

SECTION 8. PUBLICATION OF CHARGES

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

SECTION 9. NOTICE

Within one week after reference of the charges, the Trial Board shall cause to be served upon the accused personally, or where this is impossible, by registered mail to their last known address, a duplicate copy of the charges, and shall notify them of the time and place appointed for the hearing thereon. Provided, that such notice shall be served upon or sent to the accused at least one week prior to the date appointed for the hearing.

SECTION 10. CONTINUANCES

Should the Accused be unable to attend the hearing at the time and place designated, for proper cause, they shall, at the discretion of the Trial Board, 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, they may waive the right of appearing before the trial board for hearing upon the charges preferred against them, or may designate a fellow I.A.T.S.E. member as counsel to appear for them and conduct their defense. Provided, that waiver of appearance shall not be prejudicial to the accused, and the trial shall, if the accused fails to appear, proceed in their absence, the board hearing all evidence and basing its decision as to the guilt of the accused solely thereon.

SECTION 12. TRIAL BOARD

A Trial Board will be elected by the body, consisting of seven (7) members and two (2) alternates. The election will be at the membership meeting where the charges against the accused are read.

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

SECTION 13. CHALLENGES

The accused shall have the privilege of challenging the right of any member of the Board to sit upon their case after nomination of the seven (7) trial board and two (2) alternates. In the event of such challenge, the other members of the body shall pass upon its validity, sustaining it or over-ruling it. However, prior to the trial, the accused may challenge any Trial Board member they feel has prejudiced themselves against the accuse.

SECTION 14. TRIAL IN OPEN MEETING

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

SECTION 15. HEARING

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

SECTION 16. MEMBER COUNSEL

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

SECTION 17. WITNESSES SWORN

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

SECTION 18. DEPOSITIONS

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

SECTION 19. TRANSCRIPT

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

SECTION 20. REPORT OF FINDINGS

The Trial Board shall, after hearing all the evidence, render a typewritten report, in duplicate, 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 typewritten copy, in duplicate, thereof shall be filed with the Secretary of the Local and a copy shall be served either personally or by certified mail on the accused within five (5) working days. A copy of the transcript of the evidence and the proceedings at the hearing shall be available for examination by the accused or their counsel at the office of the Local or, if so requested by the accused in writing, a copy thereof shall be furnished to the accused at their own expense. Immediately upon receipt of the transcript, the Local shall notify the accused in writing of its availability.

SECTION 21. ACTION BY MEMBERSHIP OF LOCAL UNION

At the next membership meeting of the Local, but in no event sooner than twenty (20) days from the date on which the accused has been notified of the availability of the transcript, the report of the trial board shall be submitted to the membership for appropriate action as hereinafter provided. The transcript of the hearing shall not be read except upon motion duly made and seconded and carried by majority vote of the members present or is 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 trial Board, and any other member in attendance at the meeting, including members of the Trial Board shall be afforded an opportunity to speak either in favor of or against such decision. Upon completion of debate, the membership shall proceed to vote upon the findings of the trial Board as to the guilt or innocence of the accused. If a majority of the members present so vote, the findings of the trial Board shall be adopted. If the findings are not accepted, the transcript shall be read unless this has been done heretofore, and the question shall be put whether the accused shall be granted a trial by the membership or whether the membership shall proceed to ballot upon guilt or innocence of the accused, and if a majority of the members present shall vote contrary to the findings of the Trial Board, the findings shall stand reversed, otherwise the findings shall stand upheld.

SECTION 23. IMPOSITION OF PENALTIES

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

SECTION 24. WHERE TRIAL WAS BEFORE LOCAL

Where the accused is tried before the Local as provided in Section 14, the guilt or innocence of the accused shall be determined by majority vote of the members present 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 Secretary of the Local to the International President of the Alliance for filing.

ARTICLE XIII APPEALS

SECTION 1. RIGHT OF APPEALS

Any member aggrieved by the decision, rule, regulation, order or any other act or omission or mandate of an officer or the Trial Board of this Local may, after exhausting all remedies within the Local by appeal to the membership, appeal a case in the following order: 1) from the decision of the membership of the Local to the International President of the Alliance; 2) from the decision of the International President to the General Executive Board; 3) from the ruling of the General Executive Board to the Alliance in convention assembled and the latter body shall be the tribunal of ultimate judgment. However, in the interim, rulings of any proper tribunal 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 appealed from.

SECTION 3. MUST BE IN WRITING

All appeals to the International must be in typewritten form, in duplicate, setting forth those facts which the appellant shall consider entitle him 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 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 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 the appeal, setting forth reasons in support of its decision, and serve a copy of the answer on 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 to resort to outside tribunals until all the remedies therein provided shall have been exhausted.

ARTICLE XIV PERMANENCY

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

ARTICLE XV ALTERING OR AMENDING THE CONSTITUTION

SECTION 1. Any proposed alteration to this Constitution and Bylaws must be presented by resolution in writing by fifteen (15) Members in good standing to the Constitution and Bylaws Committee comprised of the President and Secretary Treasurer as Co-Chairs and five (5) Members in good standing. The Constitution and Bylaws Committee shall review all resolutions altering or amending the Constitution of this Local no more than sixty (60) days following the receipt of said resolutions. The Constitution and Bylaws Committee shall determine whether the proposed alterations to this Constitution and Bylaws contradicts or conflicts with the International Constitution or create conflicts within this Constitution. If there are conflicts, the resolution will be returned to the authors for alteration.

Following their review, if there are no issues, they shall post present any and all resolutions to the Membership on the IATSE Local 631 Website, on the Members Section, and inform the Membership of the posting via Email on file. The resolution(s) will be read at the next General Membership Meeting and discussed. A quorum is not required for the reading and discussion. The Constitution and By-laws Bylaws Committee may make recommendations on resolutions and may send their recommendation with the ballot to all Members in good standing. A copy of the resolution(s) will be provided along with a ballot to all Members in good standing within thirty (30) days after the reading and discussion meeting. The ballots will be due on a date specified by the President; however, this date shall not be later than thirty (30) days after the ballots were provided. The President will appoint a judge and tellers to count the ballots Any proposed alteration of the Constitution and Bylaws by verbal motion is unconstitutional, and no amendments to, or change in, this Constitution shall be effective until after such amendment or change has been approved by the International President.

SECTION 2. Resolutions to change Local 631's Constitution and By-laws shall comply with the following:

1. All pages will have a page number and the total number of pages, e.g. page 1 of 4.
2. All pages will have the date of writing.
3. All pages will have the dates submitted to the Local.

**RULES OF ORDER
ORDER OF BUSINESS**

1. Opening of the meeting.
2. Roll call of the officers.
3. Obligation (or initiation) of new members.
4. Introduction of candidates.
5. Reading of the minutes of the previous meeting.
6. Reading of communications, bills, and Treasurer's report.
7. Propositions of Candidates.
8. Reports of committees of candidates.
9. Balloting of candidates.
10. Reports of committees.
11. Unfinished business.
12. New business.
13. Good and welfare.
14. Closing of the meeting.

BY-LAWS

SECTION 1. DISHONESTY, DRUNKENNESS, AND DRUG USE

Any member summarily dismissed for dishonesty, drunkenness, and/or drug use while on the job, upon being found guilty thereof, shall be fined no less than \$100.00, plus the cost of the trial.

SECTION 2. MEMBERS OF COMMITTEES

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

SECTION 3. SUMMONS

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

SECTION 4. ADDRESS OF MEMBERS

Any member, on changing their address, shall notify the Secretary of the Local 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. DONATION OF SERVICES

Under penalty of fine, no member shall be permitted to donate their services gratis except by permission of the Business Agent.

SECTION 6. MEMBERS DOUBLING UP.

Members desiring to double up or work two (2) shifts on any job or jobs under the jurisdiction of this Local must obtain the consent of the Business Agent or be subject to charges.

SECTION 7. REFUSING TO COVER POSITIONS/NO-SHOWS

Any member who is on the Out-of-Work 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 Agent, shall have their name removed to the bottom of the Out-of-Work list. It shall be mandatory for the Business Agent to report violation of this section to the body.

A person who has been assigned by the Business Agent or his Representative and accepted a call and who does not appear, and any person that walks off a call will be reported to the office by the Steward; and their name will be removed from the call list for two (2) weeks. If contested, the suspension will be investigated by the Executive Board or duly appointed committee.

SECTION 8. LATENESS FOR CALLS

Each member assigned to a job is requested by Local policy to report fifteen (15) minutes prior to call time, in order for the Local office to have time to call a replacement.

Continuation of lateness, after start time, late for three (3) calls in a three (3) month period will result in being removed from the call list for one (1) week.

SECTION 9. CONDUCT UNBECOMING OF A MEMBER

Conduct unbecoming of 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 10. LEAVING A CALL

Any member wishing to leave a job earlier than the end of the work period, or completion of said job, will be at the discretion of the Business Agent, steward, and/or Head of Department of the job. Leaving the job before completion without notifying the proper Local official will cause the member's name to be placed at the bottom of the rotation list for two (2) rotations. It will be the responsibility of the Job Steward to report such infraction of the by-laws to the business Agent within the next twenty-four (24) hours or be subject to discipline by the Local.

SECTION 11. ACCEPTING A POSITION

No member of this Local shall be allowed to accept employment in the trades covered within the jurisdiction of Local 631 without consent of the Business Agent of this Local.

SECTION 12. GROOMING AND DRESS CODE

Proper dress encompasses regulation full work clothes, in accordance with production requirements and Workman's Compensation Insurance. For those members working shows where they are in view of the audience, dark shirts/blouses and dark pants are to be worn. Proper grooming includes trimmed beards and customary hair attention when working in front of the public. Sport jackets may be required at times when a member is in close contact or visual contact with the audience.

SECTION 13. UNION BUSINESS

Any discussion of the Union Business or Local affairs in the presence of non-members of the Alliance is prohibited; the only exception shall be an Official of the Local Union carrying out the duties of office. Violation of this section by a member or members, will subject the member or members to disciplinary action by this Local.

SECTION 14. WORKING EQUIPMENT (TOOLS)

Proper basic tools must be in the possession of each member reporting to a job. Failure to have these tools at check-in time will subject the member to be disqualified from the call without compensation.

SECTION 15. LEAVING A POSITION

Any member leaving a position should notify this Local and the employer at least two (2) weeks in advance.

SECTION 16. ALTERATION OF THE BY-LAWS

No portion of these by-laws may be suspended, but may be amended or altered 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 changes must be approved by the International President.

STANDING RULES

1. No business shall be taken up except in the order prescribed, unless on motion, such irregularities shall be sanctioned by a majority of the members present.
2. No motion shall be received or laid before this Union, unless moved by two member, nor open for discussion until stated by the presiding officer when a question is before the Union no other motions shall be in order, except, first, to adjourn; second, to lay on the table; third, the previous question; fourth, to postpone; fifth, to refer; sixth, to amend; which motions shall take precedence in the order in which they are arranged. The first three shall be decided without debate, unless it is proposed to postpone to a definite period, in which case it shall be debatable.
3. Resolutions, amendments to the Constitution and by-laws and charges against officers and members, must be in all cases be presented in typewritten form in duplicate, otherwise they shall not be considered.
4. The mover of any verbal proposition shall, upon the request of the chair, or two or more members, reduce it to writing, in typewritten form, in duplicate to the Secretary, to be brought up at a later date for further discussion.
5. Any member entitled to a vote may move for a division of the question.
6. A motion to reconsider any former motion or vote shall only be made and seconded by members who voted in the majority.
7. When the reading of any paper is called for and objected to, the question shall be decided by vote.
8. A division of this Union shall be taken on any question, and recorded at the request of five members.
9. 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 to a closer adherence to the subject, and to avoid all personalities. Nor shall a member be allowed to speak more than twice on the same subject without the permission of the presiding officer. When two or more members rise at once the presiding officer shall decide who shall speak first.
10. On the call of five members for the previous question the President shall put it in this form: "Shall the question be now put?" and until this is decided it shall preclude all amendments to the main question and further debate shall cease.
11. 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 Union.
12. No subject of a partisan or religious nature shall at any time be admitted.
13. No person who is not a member shall be allowed at any of the meetings without the consent of this Union.
14. In the absence of a standing rule to apply to questions before the Union, recourse shall be had to Robert's Rules of Order.
15. 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.
16. No beverages of an alcoholic nature, nor controlled substances, shall be consumed at the Union office during working hours. Such consumption shall also not occur during union meetings or on work calls.
17. For misconduct during the course of a meeting, a member may be summarily fined. The amount of summary fines should be nominal, or at the discretion of the President, the offending member may be summarily ejected from the meeting if misbehavior in disrupting the meeting persists.