



ASSOCIATION DES  
PRODUCTEURS DE  
FILMS ET DE  
TÉLÉVISION DU  
QUÉBEC

**APPLICATION FOR  
Associate Membership / Production Administrator Division <sup>1</sup>**

**THE APFTQ**

The Association des producteurs de films et de télévision du Québec (APFTQ) covers the vast majority of independent film and television production companies in Quebec, thus representing a broad range of production genres through a single corporation.

The objectives of the APFTQ are to promote, protect and defend the common interests of all its members involved in the Quebec film and television industry. In addition, the APFTQ ensures that its members uphold the highest possible standards of quality in all areas of the industry having to do chiefly with production

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<sup>1</sup> This document refers to the APFTQ By-laws. In case of inconsistency, the official By-laws shall prevail.

## ASSOCIATE MEMBERS

The Associate Members category includes two divisions: **Production Administrator** and **Corporate Administrator**. May become an Associate member of the APFTQ:

- In the **Production Administrator** division, any person who works on an individual basis as a line producer, production manager or production accountant, adheres to the APFTQ Code of Ethics and is deemed by the Board to satisfy the minimum requirements (see next page).
- In the **Corporate Administrator** division, any administrator of a Regular, Permittee or Trainee member of the APFTQ, for as long as this corporation belongs to the APFTQ. Such Associate members are exempt from paying the Associate membership fee and completing and signing a membership renewal application separate from that of the corporation they administer.

All members undertake to comply with the APFTQ By-laws and any other regulation adopted by its general assembly, to abide by its Code of Ethics and to pay the prescribed membership fees in a timely manner.

Associate members may not belong to any union or guild with which the APFTQ negotiates its collective agreements. They undertake to comply with all collective agreements negotiated and signed by the APFTQ when working for an APFTQ member production company.

### FEE SCHEDULE

#### Associate Members – Production Administrator Division

Annual fee : .....	250,00 \$
GST 5 % (R106731375).....	12.50 \$
QST 7,5 % (1006095689).....	19,69 \$
<b>Total:</b> .....	<b>282,19 \$</b>

## APPENDIX “C” OF THE APFTQ OFFICIAL BY-LAWS

### MINIMUM REQUIREMENTS FOR ASSOCIATE MEMBERSHIP – PRODUCTION ADMINISTRATOR DIVISION

Before making a recommendation to the Board, the President and CEO shall ensure that anyone submitting an application for Associate membership in the Production Administrator division meets each and every one of the following requirements:

1. The applicant is not a member of a union or an artists’ association recognized by the Commission de reconnaissance des associations d’artistes et des associations de producteurs du Québec.
2. The applicant has acted as line producer, production manager or production accountant for the following, in each section for which membership is requested:

**Television:**

- at least fifteen (15) hours of major drama programming

OR

- at least twenty-five (25) hours of other drama programming

OR

- at least fifty (50) hours comedy or magazine show programming

**Variety:** at least fifty (50) hours aired by or sold to a conventional or educational broadcaster or a specialty or pay service

**Documentary:** at least three (3) one-off documentaries or two (2) documentary series theatrically released and/or aired by or sold to a conventional or educational broadcaster or a specialty or pay service

**Feature film:** at least two (2) feature films theatrically released

**Animation:** at least one hundred and fifty (150) minutes aired by or sold to a conventional or educational broadcaster or a specialty or pay service

**Commercial:** experience totalling at least two (2) years

3. The applicant has submitted a fully completed membership application.

The Board may recognize equivalencies upon recommendation by the Production Administrator division of the Associate Member category. The applicant is solely responsible for demonstrating that the minimum requirements for Associate membership in the Production Administrator division are met.



## PURPOSE OF FILE AND CONSENT

### *Purpose of file*

All information provided with regard to this application will be included in a Membership file. The purpose of this file is to help the APFTQ and its authorized agents to:

- evaluate your membership on an ongoing basis and answer any questions you may have regarding your file
- design and implement programs for APFTQ members
- forward information on your membership status to various unions and guilds, artist, producer, distributor and broadcaster associations, government agencies and institutions, and copyrights and neighbouring rights collectives
- convey information on your membership status to any program or activity promoting the Quebec film and television industry, such as the APFTQ website

The personal information contained in your file will be used only for these purposes. Except for these specific cases, access to this information will be limited to APFTQ employees, representatives or authorized agents, and anyone you may authorize, as may be required to carry out their duties.

Your file will be kept at the APFTQ office. You have the right to access your file and to request changes or corrections as needed. As the APFTQ occasionally provides its membership list to third parties, you have the right to have personal information deleted from that list. If you wish to exercise these rights, written notification should be addressed to: Administrative Assistant, APFTQ, 1450 City Councillors, Suite 1030, Montreal, QC H3A 2E6, or via fax at (514) 392-0232.

### *Consent*

I, the undersigned, authorize the APFTQ to disclose to third parties any personal information concerning me contained in this membership application and any supporting documents. This consent is irrevocable for as long as it is required to achieve the purpose of the file.

I also authorize the APFTQ to divulge information appearing in my resume, notably on the APFTQ website. However, I am responsible for notifying the APFTQ of any change or necessary update to this information.

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Name (in block letters)	Signature	Date
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**ADHERENCE TO THE APFTQ CODE OF ETHICS**

(Articles 5.01, 5.04 and 5.05 of the APFTQ By-laws)

I have read the Code of Ethics adopted on February 29, 2000, by the general assembly of the APFTQ before signing hereunder.

I understand that the Code of Ethics serves as a contract between the APFTQ and its members and that membership in the APFTQ entails a commitment to abide by this Code of Ethics (in its present form and in any future amended version).

I agree to adhere to the APFTQ Code of Ethics in accordance with the APFTQ By-laws.

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Name (in block letters)                      Signature                      Date

**REQUIRED DOCUMENT CHECKLIST – APPLICATION FOR  
Associate Membership / Production Administrator Division**

**NO APPLICATION WILL BE CONSIDERED BY THE BOARD OF  
DIRECTORS UNLESS SUBMITTED WITH ALL OF THE FOLLOWING**

- Membership application form, duly completed and signed
  - Purpose of File and Consent form, duly signed
  - Adherence to Code of Ethics form, duly signed
  - Resume (line producer, production manager, production accountant)
  - Letters of recommendation from three (3) Regular members of the APFTQ in good standing attesting to the applicant's experience relevant to obtaining Regular member status.
- N.B.** Regular members represented on the APFTQ Board of Directors may not provide letters of recommendation.
- Cheque in the amount of the annual fee, including taxes

**INCOMPLETE APPLICATIONS MAY BE REJECTED**