BYLAWS
American Federation of Musicians, Local 400
(Amended 9/15/2026)

ARTICLE I: TITLE, OBJECTIVES AND JURISDICTION

Section 1. This Local Union shall be known as American Federation of Musicians, Local 400.

Section 2. The objectives of this Local Union shall be:

(a) To unite the Professional Musicians within its jurisdiction who are eligible for membership, without regard to race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other basis prohibited by law.

(b) To organize the unorganized Professional Musicians in its jurisdiction and to provide services to such organized Professional Musicians.

(c) To secure improved wages, hours, working conditions and other economic advantages for the Professional Musicians in membership through collective bargaining, and to establish terms and conditions for equitable and fair dealing among its members.

Section 3. The Territorial Jurisdiction of this Local Union shall be: The following in Connecticut:

- All of Hartford County EXCEPT Enfield and Suffield.
- All of Litchfield, Middlesex, and New Haven Counties.
- In Tolland County: ONLY Ellington, Tolland, Vernon/Rockville, and Bolton.
- In New London County: ONLY Lyme (and NOT East Lyme or Old Lyme)
- In Fairfield County: ONLY Sherman, New Fairfield, Danbury, Brookfield, Bethel, Newtown, and Shelton.
- All of New Haven County, but including only the Woodmont section of Milford.
- Also, in Putnam County, NY: Kent, Patterson, Southeast, Brewster, Carmel and Mahopac.

and any additions, deletions, or changes which may be hereafter mandated by the American Federation of Musicians.

ARTICLE II: MEMBERSHIP

Section 1. All performers on musical instruments of any kind and vocalists or other individuals who render musical services of any kind for pay are classed as professional musicians and are eligible for membership subject to the laws and jurisdiction of the AFM.

Section 2. Applicants for membership who are former members of this or any other AFM Local or are currently members of any other AFM Local are subject to appropriate provisions of the By-Laws of the AFM.

Section 3. Applicants for membership are required to complete the AFM approved application form and deposit the required fees and dues for membership.

Section 4. An applicant shall become a member of the Local upon approval by a majority vote of the Executive Board.

Section 5. Upon approval of the Executive Board, an applicant who is not currently a member of another Local shall give the required Oath of Obligation to an appropriate official of this Local and shall attend an orientation meeting as per the AFM approved application form.

ARTICLE III: OFFICERS

The officers of the union shall consist of the Executive Board comprising a President/Business Agent; Vice President; Secretary; Treasurer (or Secretary-Treasurer); plus five (5) members at large. Each officer will hold office for a term of two (2) years.

Section 1. President / Business Agent

(a) It shall be the duty of the President to preside at all meetings of the Membership and of the Executive Board, and to enforce due observance of the By-Laws. The President shall convene all regular and special meetings of the membership, and of the Executive Board and decide all disputed points of order unless a two-thirds majority of the votes cast dissent therefrom.

(b) The President shall cosign all checks, bills, and agreements or orders for payment of money.

(c) The President shall appoint all committees and shall be an ex-officio member of all committees except the Election Committee.

(d) The President shall appoint a Finance Committee consisting of two or more Executive Board Members, the Treasurer of the Local (and one member from the General Membership, if such member is available and willing to serve) to oversee the finances of the Local. A report of their findings shall be submitted to the Executive Board annually or as necessary.

(e) The President shall vote only in case of a tie, except on matters which are before the Membership and voted upon by Secret Ballot.

(f) By virtue of election to office by Secret Ballot, the President shall be the second delegate to Conventions and Conferences of the AFM.

(g) The President shall devote a minimum of fifteen hours per week to union work at the discretion of the officer.

(h) The President shall report all pertinent union activities to the Executive Board at its next scheduled meeting.

(i) The President shall use as an effective job description all items listed under “Responsibilities of Local Officers”, ‘President’ from Chapter 3 of the AFM Local Officers Resource Guide.

Section 2. Vice President

(a) It shall be the duty of the Vice President to perform the duties of the President in situations in which the President is absent.

(b) In the event of the death, disability, resignation or removal from office of the President, the Vice President shall become President for the remaining unexpired term.

(c) By virtue of election to office by Secret Ballot, the Vice President shall be the third delegate to Conventions and Conferences of the AFM.

Section 3. Secretary

(a) It shall be the duty of the Secretary to keep a faithful record of proceedings of meetings of the membership and of the Executive Board, answer all communications, keep a true account of the membership and issue notices for all meetings of the membership and of the Executive Board.

(b) By virtue of election to office by Secret Ballot, the Secretary shall be the first delegate to Conventions and Conferences of the AFM.

(c) The Secretary shall devote a minimum of fifteen (15) hours per week to union duties.

(d) The Secretary shall use as an effective job description all items listed under “Responsibilities of Local Officers”, ‘Secretary’ from Chapter 3 of the AFM Local Officers Resource Guide.

(e) A member may serve as both the Secretary and Treasurer if elected to both positions. In the case that a member is elected to both positions the position would be Secretary-Treasurer.

Section 4. Treasurer

(a) The Treasurer shall co-sign all checks, bills and agreements or orders for payment of money.

(b) The Treasurer shall keep an accurate account of all receipts and expenditures of the Local, and shall present a detailed statement of all receipts and expenditures to the Executive Board at least quarterly.

(c) The Treasurer shall surrender all of the books of accounts to a Certified Public Accountant to be chosen by the Executive Board for an annual audit.

(d) At the expiration of the Treasurer’s term of office, the Treasurer shall deliver to the successor all monies, books, keys, and records belonging to the Local.

(e) The Treasurer shall devote a minimum of ten (10) hours per week to union duties.

(f) The Treasurer shall use as an effective job description all items listed under “Responsibilities of Local Officers”, ‘Local Treasurer from Chapter 3 of the AFM Local Officers Resource Guide.’

(g) A member may serve as both the Secretary and Treasurer if elected to both positions. In the case that a member is elected to both positions the position would be Secretary-Treasurer.

Section 5. Executive Board

(a) The Executive Board shall be composed of the President, Vice President, Secretary and Treasurer (or Secretary-Treasurer), and five (5) members at large.

The Executive Board shall meet no fewer than four times annually, and on special call of the President. It shall have the authority to set its meeting date, time and place, except for those on special call of the President. A quorum shall consist of a majority of the Board members being present.

By prior unanimous consent, the Board may conduct its meetings via remote electronic technology, provided that the conduct of such meetings conforms to the policy of the AFM International Executive Board governing local union electronic meetings. Unanimous consent for electronic board meetings may be obtained from the board members via email or other means.

(b) By prior authorization of the Board, a committee of the Local may conduct its meetings via remote electronic technology, provided that the conduct of such meetings conforms to the policy of the AFM International Executive Board governing local union electronic meetings. Unanimous consent for electronic committee meetings may be obtained from the committee members via email or other means.

(c) The Board shall exercise general supervision of the interest and affairs of the Local and its properties, pass upon all applications for membership, approve all expenditures of the Local including reimbursement for expenses, and direct the Treasurer where to deposit monies of the local.

(d) Except for the office of President, the Board shall have authority to fill any vacant office for the balance of the elected term of such office.

(e) The Board shall serve as a Board of Arbitration and Trial Board as provided elsewhere in these By-Laws.

(f) The Board shall have authority to appoint stewards as it deems necessary to visit places in the jurisdiction where musicians are performing and shall have authority to fix the wages and expenses to be paid such stewards who shall report their activities as required by the Board.

(g) The wages, fringe benefits, and Honoraria for all officers shall be as established from time to time by the Executive Board, subject to approval by the membership.

Section 6. Officer Attendance

(a) All officers are expected to attend all meetings of the Local. (Board, Regular and Special meetings).

(b) The Executive Board, after due consideration, may remove from office any officer for neglect of duty including, but not limited, to failure to attend three consecutive meetings without reasonable cause. An officer so removed may appeal the Board's action to the membership in the manner set forth in Article 12, Sections 6 and 7.

ARTICLE IV: BUSINESS AGENTS (FOR A SPECIFIC REGION OR COLLECTIVE BARGAINING AGREEMENT)

(a) The President of the Local shall serve as Business Agent by virtue of election to office, as outlined in Article III, Section 1.

(b) In circumstances where the President is unable or unwilling to serve as Business Agent for a specific geographic region within the Local's jurisdiction, or for a specific Collective Bargaining Agreement, the President may determine that the appointment of a Business Agent is necessary for that region or agreement.

(c) Upon making such determination, the Executive Board shall announce the position to the membership as a job opportunity, open for a period of fourteen (14) days. All members in good standing shall be eligible to apply.

(d) The terms of employment, duration of service, and remuneration for any Business Agent appointed under this Article shall be at the discretion of the Executive Board. Such terms shall be clearly stated in the advertisement of the position and may include a stipend, wages, or an hourly rate, as well as a description of job expectations.

(e) At the conclusion of the posting period, the Executive Board shall convene within fourteen (14) days to review applications and make a decision.

(f) The term of service, scope of authority, and duties of any Business Agent appointed under this Article shall be limited to the specific region or Collective Bargaining Agreement for which the position was established, unless otherwise specified at the time of appointment.

(g) In the event that no eligible members apply for a Business Agent position during the posting period, the Executive Board may repost the position, modify the terms of the position, or determine that the position shall remain vacant. Pending the filling of the position, the President may perform the necessary duties, or the Executive Board may appoint an interim Business Agent to perform such duties for a period not to exceed three (3) months. If the position remains necessary after such interim period, the position must be reposted in accordance with this Article.

(h) The creation of a Business Agent position under this Article shall not diminish the authority or responsibilities of the President, except as specifically delegated for the region or Collective Bargaining Agreement by the Executive Board.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. Nominations

(a) At least fifteen days prior to the nominations meeting, the Secretary shall provide written notice of such meeting to all members. The notice shall contain the date, time and place of the meeting and the positions subject to nomination.

(b) Nominations for officers and board members and alternate delegates to Conventions and Conferences of the AFM shall be held biennially at a special membership meeting for that purpose alone, which shall be held during the first week of October, with the place and time to be determined by the Executive Board.

(c) Any member in good standing present at the nominations meeting shall be entitled to nominate any eligible candidate. The nominee shall be present at the meeting or the nominator must present a written signed statement of acceptance of nomination from such nominee.

(d) To be eligible for nomination, a member must have been a full member of the Local in continuous good standing for at least one year preceding the nominations meeting.

(e) When the number of candidate(s) for a position does not exceed the number to be elected, the candidate(s) shall be declared elected by acclamation.

(f) In cases where more than one candidate has been nominated for a position, immediately after receipt of all nominations, the President shall appoint an Election committee of three members, none of whom are candidates. The Committee shall choose its own chairperson. The Committee shall handle all details of the Election. The Committee members shall be offered an honorarium for their services an amount to be determined by the Executive Board.

Section 2. Elections

(a) In cases where more than one candidate has been nominated for a position, there shall be "voting by mail" following the current guidelines established by the Office of Labor-Management Standards of the U.S. Department of Labor. The election committee will gather to count ballots during the second week of December.

(b) No earlier than thirty days after the nominations meeting the Election Committee shall mail to each member in good standing an official ballot with instructions for voting.

(c) Candidates shall be listed on the ballot in random order to be determined by a blind drawing at the end of the nominating meeting.

(d) No write-in candidates are allowed. Voting for more candidates for a position than the number specified on the ballot will void that portion of the ballot.

(e) A plurality of votes cast shall elect a candidate to office. Alternate delegates to Conventions and Conferences of the AFM shall be those candidates in sequence by vote totals.

(f) Newly elected officers shall assume office on January 1 following the election.

ARTICLE VI: MEMBERSHIP MEETINGS

Section 1. Regular meetings of the membership shall be held in the first, second, and fourth quarters of the year. The time and place of membership meetings shall be determined by the Executive Board in their January board meeting. Notice of scheduled membership meetings shall be sent to the membership no fewer than 15 days before the meeting.

Meetings conducted via electronic technology must conform to the policy of the AFM International Executive Board governing local union electronic meetings. Every member shall be so advised in the meeting notice, and reasonable provisions shall be made to accommodate those members who may have difficulty with the technology utilized (e.g., alternative means of access or participation, accommodations such as clear instructions, resource-sharing with other members, community access points).

The Board shall create special Standing Rules, subject to adoption by the membership, to govern how the remote meetings will be run (how to be recognized, how to make motions, how to moderate discussion, and how voting, whether by voice, show of hands, or secret ballot – live or electronically - will be conducted.) These Standing Rules shall have the same force and effect as these bylaws and shall be in effect at each remote electronic meeting unless amended later by the membership.

Section 2. The President or the Executive Board may call a special meeting for a specific purpose which shall be specified in a notice of such meeting to all members, which shall be mailed by the Secretary at least fifteen days prior to the meeting. No other business than that specified in the notice shall be transacted at a special meeting.

Section 3. A quorum shall consist of at least ten active members.

Section 4. The conduct and procedures of all meetings shall be as set forth in Robert's Rules of Order.

ARTICLE VII: DUES, FEES, AND ASSESSMENTS

Section 1. The membership shall establish Initiation fees, reinstatement fees, dues, and late fees on dues, for musicians to become and remain members in good standing. This shall be done in compliance with applicable provisions of the Labor-Management Reporting and Disclosure Act of 1959 as amended.

Section 2. A member is automatically suspended if the member's periodic dues remain unpaid for three calendar months from the expiration date of the period for which the member's dues were last paid and shall be required to pay a late fee to resume membership in good standing.

Section 3. A member is automatically expelled if the member's periodic dues remain unpaid for six calendar months from the expiration date of the period for which the member's dues were last paid and shall be required to pay a reinstatement fee to reinstate membership.

Section 4. Any member whose regular membership dues remain unpaid one year from the due date shall thereafter be required to re-affiliate under the same terms and conditions as a new member.

Section 5. Any member working in the following categories shall pay work dues based on a percentage of scale wages:

(a) Collective Bargaining Agreements [and other negotiated agreements including but not limited to Long Wharf Theater, Shubert Theater, Hartford Stage Company and the like: 2.75%

(b) Referral Service Work: 10%

Dues based on earnings shall be known as Work Dues and shall be payable to the Treasurer no later than the fifteenth of the month following the month during which the services were performed. Any member is subject to charges and disciplinary action for failure to comply with this By-law.

ARTICLE VIII: WAGE LIST

Section 1. The minimum wage scales for engagements in the jurisdiction of the Local shall be as established from time to time by the membership at regularly scheduled meetings.

Section 2. The Secretary shall maintain and make available to all members a current list of all established wage scales.

Section 3. The Executive Board shall have the authority to establish a temporary wage scale for any type of engagement for which a wage scale has not been previously established by the membership. Such a new wage scale may become permanent if approved by the members at a regular membership meeting.

Section 4. No member shall perform or agree to perform an engagement for less than the applicable minimum wage scale established for such engagement without the written permission of the Executive Board.

ARTICLE IX: DUTIES OF MEMBERS

Section 1. It shall be a violation of these By-Laws for any member:

(a) to act in any way detrimental to the interest, standards or objectives of the Local;

(b) to act in bad faith, deal unfairly or in an unprofessional manner with the Local, any of its members or the employing public;

(c) to provide services as a leader or contractor or to perform as a single on any engagement not covered by a collective bargaining agreement between the Local or the AFM and an employer, without filing a fully completed, AFM approved form contract with the Secretary prior to commencing the engagement;

(d) to knowingly perform any engagement not covered by a collective bargaining agreement between the Local or the AFM and an employer, or an AFM approved form contract;

(e) to perform or agree to perform an engagement for less than the minimum compensation established for such engagement by the Local or the AFM;

(f) to render services for organizations, establishments, or individuals, on the International Unfair List;

(g) to work as an employee for an employer against whom the Local or the AFM is engaging in a lawful, primary strike or cross through or work behind a lawful, primary picket line established by the Local or the AFM;

(h) to fail to fulfill any commitment, written or verbal, to another member regarding an engagement, or to fail to comply with the industry standard of at least two weeks written notice between leader/contractor and side-person to terminate a steady engagement;

(i) to perform any engagement gratis without the permission of the Executive Board.

Section 2. Preference in hiring for all engagements in this jurisdiction must be given to Members of this Local. When no competent Member is available to fulfill an engagement, the Contractor for the engagement must submit the facts of the case to the Executive Board and follow its instructions.

ARTICLE X: CLAIMS: RULES OF PRACTICE AND PROCEDURE

Section 1. Money claims regarding a musical engagement: A member of this Local may file a claim with the Secretary against any other member. Such claim shall be arbitrated by the Executive Board. A member of this Local may also file a claim with the Secretary against any non-member employer or purchaser if such non-member employer or purchaser has agreed to submit such a claim to arbitration by the Executive Board. This Article shall not pertain to members covered by a Collective Bargaining Agreement if such an agreement would prevent him/her from so doing.

Section 2. A claim must be filed in writing with the Secretary within one year of the occurrence from which the claim arose.

Section 3. The Executive Board shall sit as a Board of Arbitration. Written notice will be given to the affected parties. Each party will be given at least 20 days to prepare its case. The Executive Board will then conduct a full and fair hearing and render its decision.

Section 4. All communications concerning claims shall be sent by the Secretary to the relevant parties by Certified Mail, return receipt requested.

Section 5. Any member failing to comply with the decision of the Board on a claim shall be subject to expulsion by the Board.

Section 6. If a non-member employer or purchaser fails to comply with the decision of the Board on a claim, the Local may request the President of the AFM to place such a party on the International Unfair List.

Section 7. The decision of the Board regarding claims shall be final and binding upon the parties unless appealed to the International Executive Board as provided in the AFM By-Laws and/or the Rules of Practice and Procedure of said International Executive Board.

ARTICLE XI: CHARGES AND TRIALS

Section 1. The Executive Board shall have authority to hear and decide all charges against members and to impose appropriate fines or other disciplinary action.

Section 2. No member shall be put on trial for any alleged offense unless charges have been filed in writing to the Secretary.

Section 3. Charges must be filed within one year of the date of the occurrence from which such charges arose.

Section 4. Notice of charges shall be given in writing to the charged member by the Secretary. The notice shall contain the following:

(a) the nature of the offense
(b) the provision(s) of the Bylaws at issue
(c) the date, time and place of the alleged occurrence
(d) sufficient facts to provide the charged member information to prepare a defense
(e) date and time of hearing

Section 5. A member shall be given at least fifteen days from the mailing of the notice of charges to prepare a defense for the hearing on such charges.

Section 6. Any member shall be accorded a full and fair hearing before the Executive Board before any disciplinary action is taken.

Section 7. All communications concerning charges and disciplinary action therefrom shall be sent by the Secretary to the charged party by a method requiring confirmation of delivery to the sender.

Section 8. Any member found guilty of charges shall be advised, in writing, by the Secretary of the member's right to appeal the decision of the Executive Board to the International Executive Board.

Section 9. Should any member be found guilty a fine may be levied. Fines or portions of fines may he held in abeyance pending future conduct.

ARTICLE XII: AMENDMENTS TO THE BYLAWS

Section 1. The Executive Board or any three full members of the Local in good standing may present in writing to the Secretary a resolution to amend the By-Laws.

Section 2. Within ten days of receipt of a resolution to amend the By-Laws from the Executive Board, the Secretary shall mail written notice to all members of the regular or special membership meeting at which the resolution is to be acted upon. The notice shall contain the resolution and the date, time and place of the meeting. The date of the meeting shall be at least thirty days from the date of mailing of the notice.

Section 3. Upon receipt of a resolution to amend the By-Laws signed by three full members of the Local in good standing, the Secretary shall present the resolution to the next regular or special meeting of the Executive Board, which shall consider the merits of the resolution and make a recommendation on same. The Secretary shall then mail written notice to all members of the regular or special membership meeting at which the resolution is to be acted upon. The notice shall contain the resolution, the recommendation of the Executive Board, and the date, time and place of the meeting. The notice shall be mailed at least thirty days prior to the membership meeting, which shall be no sooner than forty days from the Executive Board meeting at which the resolution was presented and no later than ninety days from such Board meeting.

Section 4. Approval of a resolution to amend the By-Laws is subject to the affirmative vote of two-thirds (2/3) of those Members present and voting at a meeting called for such purpose.

Section 5. A resolution approved shall become effective immediately unless provided otherwise in the resolution.

ARTICLE XIII: REMOVAL OF OFFICERS

Section 1. An officer of the Local may be charged by a two-thirds majority of the Executive Board, or by a petition signed by ten percent of the membership in good standing of the Local. If by petition, the petition shall be presented to the Secretary unless the Secretary is the charged party, in which case the petition shall be presented to the President.

Section 2. Charges against an officer must allege serious misconduct in office, or repeated failure to perform substantive duties of the elected office as prescribed in the By-Laws of the Local. The charges must be specific as to the alleged act(s) of serious misconduct and/or duties the charged officer is alleged to have failed to perform.

Section 3. The charged officer shall be presented with the specific charges in writing by the Secretary or President, as the case may be, within ten days of the Executive Board's action, or filing of the petition.

Section 4. The President, or the Vice President if the President is the charged party, shall call a special membership meeting to elect a five-member trial board, which shall select its chairman, to conduct a hearing upon the charges. None of the Trial Board members shall be officers of the Local but all must be members in good standing. Notice of this special membership meeting shall be mailed to all members in good standing at least fifteen days prior to the meeting, and shall contain the date, time and place of the meeting, plus the purpose of the meeting as stated above and the specific allegation(s) against the officer.

Section 5. The Trial Board shall call and conduct a full and fair hearing of the charges at the earliest feasible date no sooner than fifteen days after its election. Immediately following the hearing the Trial Board shall render its decision by majority vote as to the guilt or innocence of the accused and advise the Secretary or President as the case may be of such decision.

Section 6. If the Trial Board has found the accused officer guilty, the President, or the Vice President, if the President is the charged party, shall promptly call a special membership meeting to review the decision of the Trial Board and vote by secret ballot to sustain or deny such decision. Notice of this special membership meeting shall be mailed to all members in good standing at least fifteen days prior to the meeting and shall contain the date, time and place of the meeting, plus the purpose of the meeting as stated above.

Section 7. If two-thirds of the members voting at the meeting vote to sustain the guilty finding of the Trial Board, the officer shall stand removed from office, and the vacancy shall be filled as provided elsewhere in these By-Laws.

ARTICLE XIV: AUTHORITIES

Section 1. These By-Laws are subject and subordinate to the By-Laws and amendments thereto of the American Federation of Musicians, and wherever conflict or discrepancy appears between the By-Laws of this Local and the By-Laws and amendments thereto of the AFM, the latter shall prevail.

Section 2. These By-Laws shall not be enforced in any manner in conflict with public law.

Section 3. If any Article, Section, Sub-Section, or portion thereof, of the By-Laws should be held to be illegal, invalid, or null and void by a court of competent jurisdiction, each and every other provision of these By-Laws shall remain in full force and effect.

Section 4. The Parliamentary Authority for this Local shall be Robert's Rules of Order.

REVISION HISTORY (starting February 23, 2026)

Rev #	Date	Description of Changes	Author	Approved By
0	8/25/2024	Baselined starting point	C. Lammers	N/A
1	2/23/2026	**Major Updates**: 1. Article I, Section 1: "do-over" of Local name change 2. Article I, Section 3: clean-up of jurisdiction language 3. Article III, Section 5h: struck entire section (stipends for exiting officers) 4. Added new Article IV (Business Agents); all subsequent articles (previously IV through XIII) renumbered accordingly. 5. Article V, Section 2a: ballot counting date change 6. Article VI, Section 1: membership meeting notice change 7. Article VI, Section 3: membership meeting quorum change 8. Global: corrected spelling, grammar, usage, formatting	A. Masi	R. Wiseman
2	9/15/2026	Administrative updates mandated per adoption of Resolution #29 at the AFM International Convention 2026: 1. Article VII, Section 2: change definition of automatic suspension 2. Article VII, Section 3: change definition of automatic expulsion	A. Mask	R. Wiseman