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**ARTICLE I: TITLE, AFFILIATIONS, AUTHORITIES, OBJECT AND JURISDICTION**

**Section 1 Title:** This Local Union shall be known as **Central Pennsylvania Musicians Association, Local 660, American Federation of Musicians (AFM)**, herein referred to as the “Local”.

**Section 2 Affiliations:** The Local shall be an affiliated Local of the American Federation of Musicians of the United States and Canada, herein referred to as the “Federation”. The Local shall also be affiliated with the **Pennsylvania-Delaware-Maryland-Washington D.C. Regional Conference** and actively participate in the meetings and other activities of the conference.

**Section 3 Authorities:** The authorities of the Local union shall be:

- (A) The Bylaws of the Local shall be subject to and subordinate to the Bylaws of the Federation and whenever conflict or discrepancy appears between the former and the latter, the latter shall prevail;
- (B) These Bylaws shall not be enforced in any manner to conflict with public law;
- (C) If any article, section, subsection, or portion thereof of these Bylaws should be held illegal, invalid, or null and void by a court of competent jurisdiction, each and every other provision of these Bylaws shall remain in full force and effect;
- (D) The parliamentary authority for this Local shall be Robert’s Rules of Order.

**Section 4 Object:** The object of the Local shall be:

- (A) To unite the professional musicians within its jurisdiction who are eligible for membership without discrimination, regardless of race, creed, political orientation, citizenship, national origin, sex, age, disability, sexual orientation, marital status or family status;
- (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 5 Jurisdiction:** The territorial jurisdiction of the Local shall be all of Centre, Huntingdon, Juniata, Mifflin, Montour, and Snyder Counties. Northumberland County except Snyderstown, Shamokin, Ralpho, Zerbe, Little Mahanoy, Jackson, Herndon, Lower Mahanoy, West Cameron, East Cameron, Mount Carmel, Kulpmont, Marion Heights and Coal, Columbia County except Centralia, and additions, deletions, or changes which may be hereafter mandated by the American Federation of Musicians.

## **ARTICLE II: OFFICERS**

**Section 1 Officers:** The Officers of the Local shall consist of the President, Vice President, Secretary, Treasurer, and a board of five Directors. Said Officers and Board members together shall constitute the Executive Board. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Local.

**Section 2 President:** The President shall:

- (A) Preside over all meetings of the membership and the Executive Board and to enforce due observance of the Bylaws;
- (B) Convene all regular and special meetings of the membership and the Executive Board;
- (C) Sign all collective bargaining agreements;
- (D) Appoint all committees and shall be an ex-officio member of all committees except the Election Committee;
- (E) Vote only in case of a tie, except on matters that are before the membership and voted upon by secret ballot;
- (F) Exercise general supervision over the affairs of the Local;
- (G) By virtue of his/her election to office by secret ballot, be the first delegate to the Conventions and Conferences of the Federation;
- (H) Receive a salary if adopted by the Executive Board and approved by a majority at a general membership meeting.

**Section 3 Vice President:** The Vice President shall:

- (A) Perform the duties of the President in his/her absence;
- (B) Become President in the event of the death, disability, resignation or removal from office of the President;
- (C) Attend all Executive Board and membership meetings;
- (D) Receive a salary if adopted by the Executive Board and approved by a majority at a general membership meeting.

**Section 4 Secretary:** The Secretary shall:

- (A) Keep a faithful record of proceedings of meetings of the membership and of the Executive Board, answer all communications, and issue notices for all meetings of the membership and of the Executive Board;
- (B) Review and maintain an accurate account of the Local's membership;
- (C) Perform all other related duties of the office;
- (D) Deliver to his/her successor all books and records belonging to the Local at the end of his/her term of office;
- (E) Receive a salary if adopted by the Executive Board and approved by a majority at a general membership meeting.



**Section 5 Treasurer:** The Treasurer shall:

- (A) Sign all checks, bills and agreements or orders for payment of money;
- (B) 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) Collect all fees, dues, fines and assessments;
- (D) Surrender all of the books of accounts to an independent public accountant to be chosen by the Executive Board for an annual audit;
- (E) Keep an accurate account of the Local's membership and report it to the Secretary;
- (F) Deliver to his/her successor all monies, books, and records belonging to the Local at the expiration of his/her term of office;
- (G) Receive a salary if adopted by the Executive Board and approved by a majority at a general membership meeting.

**Section 6 Executive Board:** The Executive Board shall:

- (A) Meet at least four times a year and on special call of the President. It shall have authority to set its exact hour and place of its meetings, except for those on special call of the President. Five members of the Board shall constitute a quorum;
- (B) Exercise general supervision of the interest and affairs of the Local and its properties, pass upon all application for membership, approve all expenditures of the Local and direct the Treasurer as to what bank(s) or other financial institution(s) monies of the Local are to be deposited;
- (C) Fill any vacant office until the next regular election of such office;
- (D) Serve as a Board of Arbitration as provided elsewhere in these Bylaws;
- (E) Appoint business agents 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 business agents, who shall report their activities as required by the Board;
- (F) Each Executive Board member shall receive a salary if adopted by the Executive Board and approved by a majority at a general membership meeting;
- (G) Be empowered to act in cases of emergency or on any matter affecting the Local not specifically referred to in the Bylaws.

**ARTICLE III: NOMINATIONS AND ELECTIONS**

**Section 1 Election Years:** Elections of all officers and all elected delegates shall be held annually. Terms will be 1 year for President and Vice President, 3 years for Secretary, Treasurer, and 3 years for all other board positions. Terms of 3 years will be staggered according to terms of office already established as follows: Year 1 Treasurer, Secretary, and two board members; Year 2 one board member; Year 3 two board members. Nominations and elections shall be held in accordance with the appropriate provisions of the Federation Bylaws and the Labor- Management Reporting and Disclosure Act (LMRDA) of 1959, as amended.

**Section 2 Nominations:**

- (A) Nominations for all officers and all delegates to conventions and conferences of the Federation shall be held at a special membership meeting for that purpose alone which shall be in October, on a date, at the place and time to be determined by the Executive Board;



- (B) At least fifteen (15) days prior to the nominations meeting, the Secretary shall communicate via e-mail or U.S. mail 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;
- (C) The nominations meeting shall be held as called, regardless of any quorum requirement;
- (D) Any member in good standing present at the nominations meeting shall be entitled to nominate any eligible candidate of his/her choice. The nominee shall be present at the meeting or his/her nominator must present a written and signed statement of acceptance of nomination from such nominee;
- (E) To be eligible for nomination a member must be a member of the Local in good standing preceding the nominations meeting;
- (F) No member shall hold, nor accept nomination for, more than one office, although she/he may additionally hold the position of, and accept nomination for, conference delegate or alternate delegate;
- (G) Immediately after receipt of all nominations, the President shall appoint an Election Committee of three members in good standing, none of whom are candidates. The committee shall choose a Chairperson. The committee shall handle all details of the election. The committee members shall be paid for their services in an amount to be determined by the Executive Board.

**Section 3 Election Challenges:** A member of the local who is entitled to vote at a local election may challenge any matter relating to the nomination and election of local officers and/or convention delegates and alternate delegates after the election by filing a challenge with the Local Secretary within 10 days after the election. The challenge shall be in writing, setting forth the exact nature and specifications of the challenge and how the election was affected. The Executive Board shall within 15 days of receipt of a challenge, meet and decide the challenge and determine the appropriate remedial action if the challenge should be ruled valid. The Local decision may be appealed to the International President, in writing, within 10 days of the appellant being advised of the decision.

#### **ARTICLE IV: MEMBERSHIP**

**Section 1 Eligibility:** All performers on musical instruments of any kind and vocalists, dancers and support crew or other individuals who render musical services of any kind are eligible for membership if they reside in the territorial jurisdiction of this Local, subject to the laws and jurisdiction of the Federation. Applicants for membership who are former members of this or any other Local of the Federation, or who are currently members of another Local, are subject to appropriate provisions of the Federation Bylaws.

**Section 2 Application:** Applicants for membership are required to complete the Federation approved application form and deposit the required fees and dues of membership. An applicant shall become a member of the Local upon approval of his/her application by a majority vote of the Executive Board.

**Section 3 Oath of Obligation and Orientation:** An applicant having been approved by the Executive Board, and who is not currently a member of another local shall give the required oath of obligation, either verbally or in writing, and attend an Orientation meeting as per the Federation approved application form.



**Section 4 New Member Materials:** In addition to other materials that may be supplied, the Secretary or his/her designee shall provide each new member a copy of the Local Bylaws, the Federation Bylaws, the current Directory of Members, and Tariff of Fees and Wage Scales.

#### **Article V: RIGHTS AND DUTIES OF MEMBERS**

**Section 1** It shall be a violation of these Bylaws 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 or deal unfairly with the Local or any of its members;
- (C) To perform or agree to perform an engagement for less than the minimum compensation established for such engagement by the Local or the Federation;
- (D) To render services for organizations, establishments or individuals, on the International Unfair List;
- (E) To work for an employer against whom the Local or the Federation has established a lawful, primary picket line or is engaging in a lawful, primary strike;
- (F) 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 and side musician to terminate a steady engagement;

#### **ARTICLE VI: MEETINGS**

**Section 1 Regular Meetings:** Regular meetings of the membership shall be held at least three times each year. The exact time and place of the membership meetings shall be determined by the Executive Board, who shall also have authority to adjust meeting dates to avoid legal holidays, reasons of emergencies and for major scheduling conflicts of large numbers of musicians working.

**Section 2 Special Meetings:** The President, a majority of the Executive Board, or by written petition of ten members in good standing may call a special meeting for a specific purpose. The purpose of the meeting shall be specified in a notice of such meeting to all members, which shall be mailed or emailed with a receipt request by the Secretary at least fifteen (15) days prior to the meeting. No other business than that specified in the notification shall be transacted at a special meeting.

**Section 3 Quorum:** A quorum of 10% percent must be in attendance at a membership meeting for the meeting to be called to order or continued. If at any regular or special membership meeting a quorum is not achieved, the Executive Board shall have authority to act upon any items on the agenda of such meeting subject to applicable provisions of the Labor-Management Reporting and Disclosure Act of 1959, as amended, providing that a majority of the Executive Board is present.

**Section 4 Recommended Order of Business:** The standard Order of Business at General Meetings shall be: 1) Call to Order; 2) Roll Call of Officers; 3) Minutes of Previous Meeting(s); 4) Communications, Bills, and Resolutions; 5) Bylaw Amendments; 6) Officers' Reports; 7) Committee Reports; 8) Unfinished Business; 9) New Business; 10) Good and Welfare; and 11) Adjournment.



**Section 5 Parliamentary Authority:** The conduct and procedures of all regular and special membership meetings shall be as set forth in the current edition of Robert's Rules of Order.

## **ARTICLE VII: DUES, FEES AND ASSESSMENTS**

**Section 1** Initiation fees, reinstatement fees, dues, late fees, dues based on earnings and assessments, shall be as established by the membership from time to time in compliance with applicable provisions of the Labor-Management Reporting and Disclosure Act of 1959, as amended.

**Section 2** Except as provided for in Section 4 of this Article, all members shall pay periodic dues as set forth in the Tariff of Fees and Wage Scales.

**Section 3** Any member whose regular membership dues remain unpaid six months from the due date shall stand automatically expelled and shall be required to pay a reinstatement fee in order to restore his/her membership in good standing.

### **Section 4 Reduced Dues Provisions:**

(A) A Youth member under 18 years of age shall pay reduced periodic dues as set by the Local, and work dues where applicable, but shall not pay Local or Federation initiation fees.

(B) A Student Member over 18 enrolled full time shall pay regular periodic dues as set by the Local, and work dues where applicable, but shall not pay Local or Federation initiation fees.

(C) Life Member status may be granted to any member aged 65 or over with 35 years of membership in the AFM. Life Members shall be subject to the same obligations and rules and entitled to the same privileges and benefits as all other members. Life members will pay reduced periodic dues as set by the Local, and work dues where applicable.

(D) Inactive Life Member status may be granted to a non-performing Life Member aged 65 or over who has had 35 years membership the AFM. Inactive Life Members shall have all the rights and privileges of active members except that they shall not be allowed to vote or hold office. Inactive Life Members will pay reduced periodic dues as set by the Local./

(E) Work dues will be assessed on the minimum wage scale for the type of engagement.

(F) Local and federation initiation fees will be waived when all non-AFM members of a group consisting of two or more players of a self-contained music group or band make application together to join local 660 as per Article 9, Section 2(b) of Federation Bylaws.

## **ARTICLE VIII: WAGE LIST**

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

**Section 2** The Secretary and Treasurer shall maintain and make available to all members a current list of all established wage scales to be revised and published at least every three years as approved by the membership.



**Section 3** The Executive Board shall have authority to establish a wage scale for any type of engagement for which a wage scale has not been previously established by the membership, subject to approval at the next 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.

#### **ARTICLE IX: CLAIMS: RULES OF PRACTICE AND PROCEDURE**

**Section 1** Provided a written contract has been filed with the Secretary, a member of this Local may file a claim with the Secretary against:

(A) Any other member of this Local for any amount of money he/she alleges due him/her relating to a musical engagement, or;

(B) Any non-member employer or purchaser for any amount of money which he/she alleges due to him/her relating to a musical engagement, in the jurisdiction of this Local, if such non-member employer or purchaser has agreed to submit such a claim to arbitration by the Local Executive Board.

**Section 2** A claim must be filed in writing with the Secretary within one year from the date of the event(s) that gave rise to the claim or within one year from the date on which the relevant facts became known or reasonably could have been known, whichever is later.

**Section 3** The Executive Board shall at its earliest opportunity, after written notice to the parties, allowing at least thirty (30) days for them to prepare their case, sit as a Board of Arbitration and conduct a full and fair hearing and render its decision.

**Section 4** All communications concerning claims shall be sent by the Secretary to the 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** The decision of the Board in claims shall be final and binding upon the parties unless appealed to the International Executive Board as provided in the Federation Bylaws and/or the Rules of Practice and Procedure of such International Executive Board.

#### **ARTICLE X: CHARGES AND TRIALS**

**Section 1** The Executive Board, as well as serving as a Board of Arbitration, 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 preferred in writing to the Secretary.



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**Section 3** Charges must be submitted to the Secretary within one year from the date of the event(s) that gave rise to the claim or within one year from the date on which the relevant facts became known or reasonably could have been known, whichever is later.

**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 provisions of the Bylaws at issue;
- C. The date, time and place of the alleged offense;
- D. Sufficient facts to provide the charged member with adequate information to prepare a defense;
- E. The date, time and place of the Hearing.

**Section 5** A member shall be given at least thirty (30) days from the mailing of the notice of charges to prepare his/her 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. A charged member shall have the right to bring witnesses and/or representatives of choice to the Hearing.

**Section 7** All communications concerning charges and disciplinary action shall be forwarded by the Secretary to the charged party by certified mail, return receipt requested.

**Section 8** Any member found guilty of charges shall be advised, in writing, by the Secretary-Treasurer of his/her rights to appeal the decision of the Executive Board to the International Executive Board as provided in the Federation Bylaws and/or the Rules of Practice and Procedure of such International Executive Board

#### **ARTICLE XI: AMENDMENTS**

**Section 1** The Executive Board or any member of the Local in good standing may present in writing to the Secretary a resolution to amend the Bylaws.

**Section 2** Within ten days of receipt of a resolution to amend the Bylaws from the Executive Board, the Secretary shall mail or email 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 twenty-one (21) days from the date of mailing of the notice.

**Section 3** Upon receipt of a resolution to amend the Bylaws signed by the member(s) 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 make 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. The membership meeting will be scheduled within sixty (60) days from the meeting of the Executive Board.





**Section 4** A resolution to amend the Bylaws is subject to a two-thirds majority vote of those members voting for approval.

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

**Section 6** Any amendment that provides for a change in dues assessments and/or initiation fees shall be enacted only by a majority vote by secret ballot of the members in good standing at a regular or special membership meeting.

## **ARTICLE XII: REMOVAL OF OFFICERS**

**Section 1** Any officer of the Local may be charged for removal from office for misfeasance or malfeasance by the action of two-thirds majority of the Executive Board, or by a petition signed by fifty-one percent of the membership in good standing of the Local. If it is petition, the petition shall be filed with 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 repeat failure to perform substantive duties of his/her office as prescribed in the Bylaws of the Local. The charges must be specific as to the alleged act(s) of serious misconduct and/or duties he/she is alleged to have failed to perform.

**Section 3** The charged Officer must be notified of the specific charges in writing by the Secretary or President, as the case may be, within ten days of the Executive Board 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 Chairperson, to conduct a hearing on 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 in the specific allegations(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, but no sooner than fifteen days after the trial board's selection. Immediately following the hearing, the trial board shall render its decision as to the guilt or innocence of the accused and advise the Secretary or President, as the case may be, of its 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 the special membership meeting shall be mailed to all members in good



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standing at least fifteen (15) 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 in good standing voting at the meeting vote to sustain the guilty findings of the Trial Board, the Officer shall stand removed from office, and the vacancy shall be filled as provided for elsewhere in these Bylaws.

### **ARTICLE XIII: DISSOLUTION**

**Section 1** Dissolution of this Local may be effected only by a secret ballot vote of 90% of its members in good standing.

**Section 2** This Local may not dissolve, secede, or disaffiliate from the AFM or otherwise cease to exist, without the approval of the International Executive Committee/Board. If this Local dissolves, secedes, disaffiliates, or its charter is revoked or canceled, or it otherwise ceases to exist, its Officers must turn over all records, funds, assets, and properties to the AFM International President or his/her representative to be held by the International Executive Board for a determination of distribution. Under no circumstances may this Local distribute or dissipate its funds, assets, or property, or any part thereof, among its members or others in anticipation of or in preparation for dissolution, secession, disaffiliation, or cessation.

### **ARTICLE XIV: SCHOLARSHIP FUNDS**

**Section 1** The Olin Butt Memorial Fund will be maintained by Local 660 (in a separate account) for the purpose of offering five (5) annual awards of at least \$100 each for the purpose of private music instruction to outstanding 7th-12th grade students residing in Centre County. Funding for lessons must be claimed by the student's private music teacher in the calendar year in which it is awarded. Rules for administration of the scholarship fund will be determined by the Executive Board.