



# PIANO TECHNICIANS GUILD®

**Bylaws**  
*Revised 2/2021*

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## **PREAMBLE**

Recognizing the need for a united piano technician's organization to achieve the highest possible service standards and to effectively promote and improve the piano tuning and servicing industry in general, The American Society of Piano Technicians and the National Association of Piano Tuners merged to form a single professional organization to be known as The Piano Technicians Guild, Incorporated (known also as Piano Technicians Guild and/or PTG), a non-profit corporation under Articles of Consolidation filed in the State of Illinois, August 21, 1958.

## **ARTICLE I – MISSION**

The mission of the Piano Technicians Guild is to promote the highest possible standards of piano service by providing members with opportunities for professional development, by recognizing technical competence through examinations and by advancing the interests of its members.

## **ARTICLE II – MEMBERSHIP**

### **Section A – General Requirements**

Membership in the Piano Technicians Guild is open to all individuals eighteen (18) years of age or over. Only individuals may become members.

### **Section B – Classes of Membership**

1. Membership shall consist of two (2) classes:
  - a. Registered Piano Technician
  - b. Member
2. Franchised members shall be defined:
  - a. Registered Piano Technicians shall have met the minimum technical requirements as listed in Article III. He or she shall enjoy all the rights of membership without restriction. These rights shall include, but not be limited to, receiving the *Piano Technicians Journal (PTJ)*, the right to vote, the right to be represented in Council, the right to hold all offices, the right to serve on all committees and the right to chair committees.
  - b. Members have met the requirements of the Bylaws (per Bylaws II.A and E). These rights shall include, but not be limited to, receiving the Piano Technicians Journal (PTJ), the right to vote, and the right to be represented in Council. They may also hold chapter offices and, chair and serve on committees for which they are eligible.
    - 1) PTG or Chapter Sustaining members shall be a member of at least ten (10) years outstanding service who has suffered disability or no longer earns substantially from piano service. PTG Sustaining members shall be those proposed and approved by the PTG Board of Directors and shall continue such membership as the Board directs.

- 2) Chapter Sustaining members shall be those proposed by chapters and approved by the PTG Home Office and shall continue such membership as the PTG Board of Directors directs. An annual fee of one-half (1/2) of the PTG membership dues shall be paid for Chapter Sustaining members by the sponsoring chapter.
- 3) Chapter Sustaining members may only be charged ½ annual chapter dues.

### **Section C – Member Identification, Logo, and Advertising**

1. Registered Piano Technician members shall have the exclusive right to use the title “Registered Piano Technician,” to be abbreviated “RPT.” This shall be the only official PTG title to be used by these members.
2. All logo graphics, application guidelines and rules of usage for the PTG logo including any secondary logo versions, and the RPT emblem shall be contained in the Piano Technicians Guild Graphic Standards Manual, which shall be the only official document governing logo and emblem usage. This manual is a PTG Board document, and may be changed, revised or altered by PTG Board action.

### **Section D – Application and Dues**

1. Applications for membership shall be pursuant to procedures adopted by the Board of Directors.
2. Dues for each class of membership shall be set by the Board of Directors.

### **Section E – Obligations and Discipline**

1. Each member of the Guild is obliged to observe the requirements of these Bylaws, the Bylaws of the Chapter with which the member is associated, the policies and procedures of the Guild (including the Guild’s Code of Ethics), and the policies and procedures of the Chapter with which the member is associated.
2. The membership of any member may be terminated by the Board of Directors if the member fails to qualify for membership or fails to pay any required dues.
3. A member may be disciplined, in accordance with procedures adopted by the Board of Directors, for failing to comply with requirements of these Bylaws, the Bylaws of the Chapter with which the member is associated, any policy or procedure of the Guild (including the Guild’s Code of Ethics), any policy or procedure of the Chapter with which the member is associated, or for engaging in any conduct adverse to the best interests of the Guild.

### **Section F – Resignations**

A member may resign membership in the Guild in accordance with the procedures adopted by the Board of Directors.

## **ARTICLE III – CHAPTERS**

### **Section A – Purpose**

Chapters are subordinate bodies, chartered under these Bylaws. The purpose of chapters shall be to implement the mission, objectives, and principles set forth in Article I.

## **Section B – Charter, Name and Chapter Areas**

1. Five (5) or more members may apply for a charter to establish a new chapter.
2. An existing Chapter may apply to change its name or boundaries in accordance with procedures adopted by the Board of Directors.
3. A Chapter's geographic boundaries shall generally be a 75-mile radius from the city hall of the chapter seat, which shall be designated in the Chapter's charter (or if not designated, the city or other municipal jurisdiction after which the Chapter is named, the capital of the state after which the Chapter is named or the central municipality of an unincorporated area after which the Chapter is named).
4. Members of chapters in International Areas shall have all the rights and privileges of their respective PTG membership classification.
  - a. Such chapters shall have a Board, or Board appointed, liaison to ensure leadership support and to determine resources necessary for successful chapter development.

## **Section C – Chapter Members**

1. Chapters in which Registered Piano Technician membership declines below five shall be monitored by the Regional Vice President. The RVP shall report to the PTG Board of Directors, who may lift the chapter charter, may allow time to stimulate revitalization of the chapter, or may find mitigating circumstances and take no action.
2. An International Member is a member who lives outside of the United States, Canada, Mexico, or in an International Area, as designated by the Board of Directors.

Application for such an international membership must be made through the Home Office. International members will receive the Piano Technicians Journal and other Piano Technicians Guild mailings. Postage and handling fees, as set by the Executive Director, may be charged in addition to International Members' dues. International Members are not required to be members of a PTG chapter, but may apply for such membership if they wish, in consultation with the Home Office, prospective chapters, and if necessary, the International Relations Committee and the Executive Committee. International Members shall have all the rights and privileges of their respective PTG membership classification, with the exception of Council representation for RPT International Members who are not members of a chapter.
3. Any member in good standing may join more than one chapter, provided:
  - a. The member is listed at the PTG Home Office with only one chapter for official PTG mailings, for calculating the minimum Registered Piano Technician member requirements for chapters, for the purpose of calculating chapter delegate strength for Council sessions, and for election as a chapter delegate or alternate to Council sessions.
  - b. Any chapter membership other than that described in (a.) above, shall be properly shown on all appropriate membership lists as a local chapter membership only, and shall also show name and location of other chapter memberships held.

- c. Each chapter shall establish its own rules governing chapter dues, privileges and obligations, etc., for any PTG member granted local chapter membership.
4. The Regional Vice President (RVP) shall be considered an Ex-Officio member of all Chapters within his/her region.
  - b. The RVP may call for a meeting of a Chapter within his/her region.

#### **Section D – Chapter Articles, Bylaws and Policies**

1. Chapters shall operate under their own Bylaws, which shall not be in conflict with these Bylaws or the Regulations and Codes or Policies of PTG.
2. Chapters shall review their Bylaws for compliance following any PTG Board of Directors meeting at which PTG Bylaws, or Policies of PTG may have been amended.
3. Chapters shall not have the authority or power to bind or speak for the Guild and shall include in any publication of the Chapter a disclaimer in a form approved by the Board of Directors to the effect that the statements contained in such publication are those of the Chapter and not the Guild.

#### **Section E – Chapter Officers**

1. Each Chapter shall have at least the offices of president, vice-president and secretary. Officers shall be elected annually.
2. Only franchised members shall be eligible to hold chapter offices of president and vice-president.
3. Chapter secretaries shall inform the Home Office of all changes of chapter officers.

#### **Section F – Chapter Meetings**

1. Chapters shall meet at least three (3) times a year in stated meetings. No business can be legally transacted by a chapter at a called meeting unless proper notice has been sent to all franchised members at least ten (10) days in advance.
2. The franchised members of a chapter must be given due and timely notice of any alteration of time or place for a stated or regular chapter meeting.
3. Where proxies are allowed, chapters may only use a written proxy and no person may hold more than two proxies.
4. The Regional Vice President shall monitor chapters that are not meeting at least three (3) times per year. The RVP shall report to the PTG Board of Directors, who may lift the chapter charter, may allow time to stimulate revitalization of the chapter, or may find mitigating circumstances and take no action.

#### **Section G – Dues**

All chapters shall have authority to assess and collect chapter fees and dues.

#### **Section H – Chapter Dissolution**

Chapters may be dissolved by the PTG Board of Directors or may vote to dissolve themselves.

### **ARTICLE IV – COUNCIL**

### **Section A – Authority**

1. The Council shall have rights and duties to:
  - a. Elect the officers of PTG, except Regional Vice Presidents, who shall be elected in accordance with PTG caucus rules.
  - b. Elect committees as established elsewhere in these Bylaws.
  - c. Discuss in open forum the current issues of PTG with the PTG Board of Directors.
  - d. Participate with the PTG Board of Directors in long range planning activities.
2. Only franchised members of PTG as defined in Article II may serve as Delegates or Alternate Delegates to Council.

### **Section B – Meetings and Quorum**

1. Meetings of the Delegates (the “Council”) shall be held at the time of the annual convention unless the Board of Directors, by a two-thirds (2/3) vote, determines that conditions exist which render a meeting not feasible, and at other times determined by the Board of Directors.
2. Delegates representing twenty-five percent (25%) of the franchised membership of PTG shall constitute a quorum.
3. Meetings of the Delegates from a particular Region (a “Caucus”) shall be held at the time of the annual convention unless the Board of Directors, by a two-thirds (2/3) vote, determines that conditions exist which render a meeting not feasible, and at other times determined by the Board of Directors.
4. Provides that at least one Delegate is present for a Caucus, those Delegates present, either in person or electronically, shall constitute a quorum at such caucus.
5. If the Board of Directors has deemed it not feasible for the Council to meet in person, use of electronic communications may be used to transact the elections of PTG officers and elected committees. Delegates shall be responsible for providing adequate equipment and connection to participate in such a meeting. Voting will be carried out by means deemed appropriate to the situation and technology available.

### **Section C – Voting**

1. The voting membership of Council shall be composed of a delegate from each chapter. Each chapter delegate shall represent one vote for each franchised member in good standing in the chapter.
2. The elected officers shall be ex-officio members of Council with privilege of debate. An elected officer of PTG shall not be eligible to serve as a delegate to Council.
3. Business shall be transacted on the basis of one vote per delegate. Twenty-five percent (25%) of delegates present and voting in favor shall be required to order a ballot or roll call vote.

## **ARTICLE V – OFFICERS, NOMINATION, ELECTION, AND DUTIES**

### **Section A – Elected Officers**

1. The elected officers of the Piano Technicians Guild shall be President, Vice President, Secretary-Treasurer, and seven (7) Regional Vice Presidents.

2. The Board of Directors shall appoint an Executive Director, who shall serve at the pleasure of the Board of Directors.

### **Section B – Qualifications**

1. Any Registered Piano Technician in good standing shall be eligible for nomination and election to office.
2. A candidate for the office of Regional Vice President must be officially listed by the PTG Home Office as a member of a chapter within the region and live either inside the regional boundary or no more than 75 miles outside of the regional boundary.
3. Employees of PTG shall not be eligible for election to any office, with the following exception: those employees who are members of PTG may be elected to chapter office.

### **Section C – Regions**

The Regions of the Guild are as follows:

1. The Northeast Region shall include the states of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and the Canadian provinces of Quebec, New Brunswick, Nova Scotia, Newfoundland, Ontario and Prince Edward Island.
2. The Southeast Region shall include the states of Alabama, Florida, Georgia, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, the District of Columbia, the Virgin Islands, and Puerto Rico.
3. The South-Central Region shall include the states of Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and the portion of Mexico east from the eastern border of Sonora.
4. The Central East Region shall include the states of Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia and Wisconsin.
5. The Central West Region shall include the states of Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wyoming, and the Canadian provinces of Manitoba and Saskatchewan.
6. The Western Region shall include the states of Arizona, California, Hawaii, Nevada, the territory of Guam, and the portion of Mexico including Sonora and Baja California.
7. The Pacific Northwest Region shall include the states of Alaska, Idaho, Montana, Oregon, Utah, Washington and the Canadian provinces of Alberta and British Columbia.

### **Section D – Nominating Committee**

1. A nominating committee of five (5) members shall be elected at the annual Council session and shall hold office for one (1) year from installation or until a successor assumes office. No committee member shall serve more than two (2) consecutive terms.
2. Each region in caucus shall select one (1) or two (2) candidates from members of the region.
3. Names of nominees shall be presented to Council for election to the committee. The five (5) candidates receiving the greatest number of votes shall serve. The nominee receiving the greatest number of votes on the first ballot shall be named chair of the



committee. Tie votes shall be broken by any suitable method approved by the PTG Board of Directors.

4. Those nominees receiving the sixth and seventh highest number of votes shall be designated as first and second alternate committee members and shall be required to fill any vacancy occurring in midterm. The first and second alternates shall be active non-voting committee members.

### **Section E – Duties of the Nominating Committee**

The nominating committee shall:

1. Request nominations for all PTG offices, together with consent to serve and candidates' statements of experience and qualifications through an announcement in the December issue of the *Piano Technicians Journal*, and subsequently through appropriate PTG electronic communication media. Any chapter may submit a nomination. Any member in good standing may offer his or her name for consideration. All nominations must be submitted no later than February 1 to be included in the Nominating Committee report.
2. Select one or more candidates for the offices of President, Vice President, and Secretary-Treasurer. Qualifications and experience as stated in candidates' submissions shall be considered in making selections. The committee may seek nominees in addition to those presented to it in making its decisions.
3. Prepare a list of nominees showing the committee selections for President, Vice President, and Secretary-Treasurer, and all of the nominations received for the three (3) offices and for the offices of the seven (7) Regional Vice Presidents. No member's name shall be added to the list unless consent to serve has been obtained.

### **Section F – Nominations from the Floor**

1. Additional nominations may be made from the floor for any office by delegates at the Council session.
2. Nominations for Regional Vice Presidents may be made in the regional caucuses by delegates from the region.

### **Section G – Election of Officers**

1. Election of President, Vice President, and Secretary-Treasurer shall take place in Council session.
2. All elections shall be by ballot except where there is one nominee, in which case the election may be by voice vote or show of hands.
3. Election to any office shall require at least a simple majority vote. Re-election to a third or any subsequent consecutive term in the same office shall require a two-thirds (2/3) majority vote.
4. Election of Regional Vice Presidents shall be in individual regional caucuses in accordance with regional caucus rules adopted by the PTG Board of Directors and shall take place after the election of the President, Vice President and Secretary-Treasurer.

## **Section H – Term of Office**

1. Elected officers shall hold office for one (1) year from installation or until a successor assumes office.
2. All PTG officers shall be eligible to serve no more than two (2) consecutive years in the same office unless re-elected by a two-thirds (2/3) vote of the delegates.
3. An officer who holds an office for more than six (6) months shall be considered to have served for a full year in calculating the re-election requirements.

## **Section I – Vacancies**

1. In case of a vacancy in the office of President, the Vice President shall become President.
2. A vacancy in any other elective office may be filled for the balance of the term by a two-thirds (2/3) vote of the PTG Board of Directors provided the workload of the vacant office demands replacement before the next Council session.
3. In case of death or incapacity due to medically verifiable illness which restricts an officer from properly fulfilling his/her duties of office, the President, upon agreement of the rest of the PTG Board of Directors that such incapacity exists, can appoint a replacement provided the work load of the vacant office demands replacement and that appointment is approved by a unanimous vote of the PTG Board of Directors.

## **Section J – Duties of Officers**

1. **President.** The President shall be the chief executive officer of the Guild; supervise the business and affairs of the Guild; carry out the orders, resolutions and assignments of the Board of Directors; preside at all Board of Directors and Council meetings; and perform such other duties as may be from time to time assigned by the Board of Directors. The President may execute all bonds, deeds, mortgages, conveyances, contracts and other instruments, in the name of and on behalf of the Guild, except as otherwise required by law or these Bylaws, and except in cases when the Board of Directors expressly delegates such authority to some other officer or agent of the Guild.
2. **Vice President.** The Vice President shall coordinate the work of all standing and special committees at the direction of the President and perform such other duties as may be assigned to the Vice President and exercise such powers as may be granted to the Vice President by the Board of Directors or the President. In the absence of the President, the Vice President may perform the duties and exercise the powers of the President with the same force and effect as if performed or exercised by the President. The Vice President may sign and execute in the name of and on behalf of the Guild deeds, mortgages, bonds, contracts and other instruments authorized by the Board of Directors, except in cases when the Board of Directors expressly delegates the execution thereof to some other officer or agent of the Guild, and except as otherwise required by law or these Bylaws.
3. **Secretary-Treasurer.** The Secretary-Treasurer shall (a) keep minutes of all meetings of the Council, the Board of Directors and the Executive Committee, including a record of all votes taken at such meetings; (b) send (or arrange for sending) proper notices of all meetings of the Council, the Board of Directors and the Executive Committees; (c) maintain a complete and correct record of the Bylaws and the regulations, council

book of resolutions, Board policies, and contracts; (d) keep (or arrange for the keeping of) the financial records of the Guild, including, without limitation, an accurate accounting of the receipts and disbursements of the Guild; (e) disburse the funds of the Guild as may be ordered or authorized by the Board of Directors (including processing director expense reports) and maintaining records thereof, and (f) perform such other duties as may be from time to time prescribed by the Board of Directors or the President.

4. **Regional Vice Presidents.** The Regional Vice Presidents shall: (a) take all reasonable steps to ascertain the views of their region's members on significant issues facing the Guild prior to Board and Council meetings; (b) report promptly to Chapters in their Region with information on the action taken; (c) exercise general supervision over the Chapters and the membership within their region; (d) act as membership chair for the Region; (e) attend major meetings held by Chapters in the Region whenever feasible; (f) assist in forming new Chapters in the Region; and (g) perform such other duties as may be from time to time prescribed by the Board of Directors or the President. Regional Vice Presidents shall have the authority to appoint assistants (such as state chairs) to assist with duties within the Region and, to the extent approved by the Board of Directors, expenses incurred by such assistants will be reimbursed by the Regional Vice President allowance.
5. **Executive Director.** The Guild shall employ a salaried chief administrative officer who shall have the title of Executive Director and whose conditions of employment shall be specified by the Board of Directors. The Executive Director, as the chief administrative officer, shall manage and direct all activities of the Guild subject to the policies of the Board of Directors. The Board of Directors may require that a trust or surety bond be furnished by the Executive Director for the faithful performance of the duties of office in such sum as may be designated by the Board of Directors. The expense of the bond will be paid by the Guild. The Executive Director shall define the duties of the staff, supervise their performance, establish their titles, and delegate those responsibilities of management as shall be in the best interest of the Guild.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section A – Management and Composition**

The business and affairs of the Guild shall be managed by or under the direction of a Board of Directors. The Board of Directors of the Guild shall be composed of the President, the Vice President, the Secretary-Treasurer, and the seven (7) Regional Vice Presidents. All directors serve for periods coinciding with their terms of office.

### **Section B – Quorum and Voting**

A majority of the total number of directors shall constitute a quorum for the transaction of business. The vote of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors except in instances where a larger percentage is required by legal stature, bylaws, policy or parliamentary procedure.

## **Section C – Meetings**

### **1. Meetings**

- a. The PTG Board of Directors may participate in meetings by way of remote communication through which members of the Board of Directors, other Board members so participating, and all Board members physically present at the meeting can simultaneously participate with each other during the meeting. Participation in a meeting by electronic means constitutes presence in person at the meeting.
- b. Only those directors in attendance at a meeting shall be permitted to vote.
- c. Minutes from all PTG Board of Directors meetings shall be made available to every PTG member as soon as possible after being approved.

### **2. Regular Meetings**

- a. The PTG Board of Directors shall meet at least twice a year; once at the time of the annual PTG convention and after the close of the fiscal year. The PTG Board of Directors may meet more often.
- b. At least thirty (30) days' notice shall be given to all members of the PTG for regular meetings. Notice of any meeting can be given by e-mail, postal mail or telephone.
- c. The Notice of a Regular Meeting shall include the item(s) to be addressed, start time and location.
- d. A calendar of regular PTG Board of Directors' meetings shall be published in print or online to notify the membership of meeting dates and current agenda items so that interested members may respond. The only exception, an agenda is not required to be published prior to the regularly scheduled post-council board meeting.

### **3. Special Meetings**

- a. The President may call a special meeting on his/her own initiative, or upon request by another Board member. Should the President refuse or fail to call a special meeting when requested, any three (3) members of the PTG Board of Directors may call a special meeting. A meeting is called by submitting a request to the Secretary, who shall notify all Board members at least three (3) days before the meeting date. Unanimous consent of the PTG Board of Directors shall be required for a shorter notice. The Secretary shall file a record of such unanimous consent with the Minutes of the meeting. Notice of any meeting can be given by e-mail, postal mail or telephone. In the case of a notice by postal mail, the notice must be received by Members at least three days in advance of the meeting.
- b. The Notice of a Special Meeting shall include the item(s) to be addressed, date, start-time, expected end-time and instructions on how to participate if the meeting is to be held electronically.

## **Section D – Finances**

1. PTG Board of Directors members shall not receive any compensation for services as officers or PTG Board of Directors members.
2. PTG Board of Directors members shall be reimbursed for necessary and reasonable expenses incurred in the performance of properly authorized PTG business.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of the President, Vice President and Secretary-Treasurer. During the intervals between meetings of the Board of Directors, the Executive Committee may exercise oversight of the Executive Director and attend to those routine decisions necessary for the administration of Guild affairs and, to the extent authorized by resolution adopted by the Board of Directors, shall possess all the powers of the Board of Directors in the management of the business and affairs of the Guild. All actions shall be reported to the Board of Directors at its meeting next succeeding such action and shall be subject to revision and alteration by the Board of Directors, provided that no rights of third persons shall be affected by any such revision or alteration.

## **ARTICLE VIII – COMMITTEES AND TASK GROUPS**

### **Section A – Standing Committees**

There shall be the following standing committees:

1. Accessibility
2. Awards (Golden Hammer, Hall of Fame, and Member of Note)
3. Bylaws
4. College and University Technicians
5. Council Minutes Approval
6. Editor Advisory
7. Education
8. Ethics
9. Examination and Test Standards
10. International Relations
11. Members' Rights
12. Membership Application Review
13. Nominating
14. Teacher Relations

### **Section B – Special Committees**

The Board of Directors, by resolution, may provide for such other Board committees of two or more persons as it deems desirable, and discontinue the same at its pleasure. Each such committee shall have such powers and perform such duties, not inconsistent with law, as may be assigned to it by the Board of Directors.

### **Section C – Task Groups**

Task groups for specific projects may be formed by the President with PTG Board of Directors approval. Task groups shall serve at the pleasure of the PTG Board of Directors.

## **Section D – Committee and Task Group Appointments**

1. Committee and task group appointments, unless otherwise provided in these Bylaws, shall be made by the President with approval of the PTG Board of Directors.
2. Employees who are members of the Piano Technicians Guild may be appointed to PTG committees or task groups upon approval by the PTG Board of Directors.
3. Committee members shall not receive any compensation for services as such but shall be reimbursed for necessary and reasonable expenses incurred in the performance of properly authorized committee business; provided, however, that members of a special committee formed to render a specific and non-continuing service for the Guild may be compensated for such service (e.g., staffing booths at trade conventions).
4. Elected committees shall hold office for one (1) year from installation or until a successor assumes office.

## **Section E – Ex-Officio Committee Members**

The President and Vice President shall be non-voting ex-officio members of all appointed committees and non-voting ex-officio members of all elected committees except the Nominating Committee. The President and Vice President shall recuse themselves from participation in the Members' Rights Committee when either officer is subject to the committees' investigation, but the committee shall in any case keep the PTG Board of Directors informed of its actions. The Secretary-Treasurer shall be a non-voting ex-officio member of the Bylaws Committee.

# **ARTICLE IX – REGIONAL CONFERENCE ORGANIZATIONS**

## **Section A – Purpose**

Regional Conference Organizations (RCOs), are subordinate bodies under these Bylaws. The purpose of RCOs shall be to implement the mission, set forth in Article I by organizing, managing, and coordinating assemblies of members other than the Piano Technicians Guild Annual Convention or chapter meetings.

## **Section B – Authority**

1. RCOs may operate under their own bylaws, provided these bylaws do not conflict with the PTG Bylaws.
2. RCOs shall have no authority other than that concerning the establishment and funding of their assemblies. Absent express, written authorization by the Guild, an RCO shall have no authority to bind the Guild for any purpose or in any manner.
3. The PTG Board of Directors or the Home Office on its behalf may request financial or organizational reports from RCOs in the following instances:
  - a. Application by the RCO for PTG grants or subsidies.
  - b. Reports of financial or management irregularities.
  - c. Request by region's members or conference participants.
  - d. Other situations that may call for outside monitoring.

### **Section C – RCO Assemblies**

1. Where more than one chapter exists in a state, province, or similar area, annual assemblies may be held for the primary purposes of:
  - a. Exchanging ideas and working cooperatively for the improvement and expansion of Piano Technicians Guild activities in the area.
  - b. Selecting an official contact person and other leaders to serve until the next such assembly.
2. Assemblies of members, other than PTG Annual Conventions and chapter meetings, may be known as conferences, conventions or seminars, and designated by their region or regions, state, province, geographic area, district, city, or group of chapters.
3. Such assemblies' dates and programs are subject to approval by a member of the PTG Board of Directors designated in PTG Board of Directors Policies.
4. All assemblies shall be self-supporting. If a deficit should occur, the indebtedness shall be the responsibility of the sponsoring organization.

## **ARTICLE X – FINANCE**

### **Section A – Fiscal Year**

The fiscal year of the Piano Technicians Guild shall be from January 1 through December 31.

### **Section B – Budget**

1. proposed budget for PTG shall be prepared by the Executive Director and submitted to the PTG Board of Directors.
2. The PTG Board of Directors shall review and may amend the proposed budget before approving the document for presentation to the membership.
3. The budget approved by the PTG Board of Directors shall be published and disseminated, whether in paper or electronic form, in May of each year.
4. All monetary figures mentioned in Bylaws are in US dollars.

### **Section C – Reserve Fund**

1. minimum of two percent (2%) of PTG annual income shall be deposited in a separate savings account to be known as the reserve fund. The PTG Board of Directors shall have the power to invest, encumber, and disburse the fund and its earnings as it deems necessary and in the best interests of PTG.
2. Control of the reserve fund may be delegated by the PTG Board of Directors to a reserve fund committee, composed of the President, Vice President, and Secretary-Treasurer who shall be chair, and the Executive Director.
3. Two (2) signatures shall be required for transfers or disbursements from the fund and only then upon specific authority furnished by the Secretary-Treasurer of official action by the PTG Board of Directors or the reserve fund committee. A full accounting of all transactions involving this fund shall be made to the membership annually.

## ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the PTG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the PTG may adopt.

## ARTICLE XII – AMENDMENTS

1. Amendments may be proposed by a chapter, committee, task group, or member(s) of the PTG Board of Directors. A template for bylaws amendments shall be made available to the membership through the Piano Technicians Guild Home Office.
2. The PTG Bylaws may be amended at any PTG Board of Directors meeting by a two-thirds (2/3) vote, provided notice has been given as follows:
  - a. Deadlines for submitting proposals shall be published ninety-five (95) days before each PTG Board of Directors Meeting.
  - b. Proposed amendments must be submitted in writing, according to the above-mentioned template, with supporting arguments, to the chair of the Bylaws Committee sixty-five (65) days before the meeting at which they are to be considered.
  - c. The Bylaws Committee shall process the proposed amendments in accordance with the duties of that committee and submit them with committee recommendations to the PTG Home Office no later than thirty-five (35) days before the Board of Directors meeting at which they are to be considered.
  - d. At least thirty (30) days before each regular PTG Board of Directors meeting, a full agenda, including all proposals to be considered, shall be made available to the membership.
  - e. Proposals may be amended only during a PTG Board of Directors meeting, and only to the extent permitted by “scope of notice” requirements.
  - f. A two-thirds (2/3) vote shall be required for adoption of the amendment.
  - g. Emergency Provision: Any exception to the procedure for giving notice of proposed amendments to the Bylaws must first receive a three-fourths (3/4) vote ~~of a quorum~~ of the entire PTG Board of Directors in order for the amendment to be placed on the agenda. An emergency provision should only be utilized when something would cause irreparable harm to the organization and needs immediate action. A three-fourths (3/4) vote shall be required for adoption of the amendment.