



Tucson Chapter (857) Piano Technicians Guild, Inc.

<http://my.ptg.org/tucson/home>

<http://tucsonpianotuners.net/home.htm>

July

2021

Call for a volunteer to serve as chapter delegate--

At our Zoom meeting I asked if anyone was going to Orlando and could serve as our chapter's in-person delegate. No one was going. So, now rather than having no representative, we could go with plan B, a virtual delegate. I've sort of dropped the ball on this, because we should have designated someone weeks ago. I was on the fence about attending in-person, so I didn't push things. All is not lost. **It's not too late to appoint a delegate who would attend virtually**, i.e., via internet. The board and convention Institute Committee are making it possible to stream the regional meetings for delegate participation and members to observe. So, we don't have to have an in-person delegate. Any volunteers??? I'm available, but it's always good to get new blood involved. Unfortunately, delegate participation will not be happening in the Council session. It will be streamed for general observation of what happens.

We have two options open to us, but time is short. I can set up another Zoom meeting, although it would be problematic in that our new bylaws require 10-days notice. We could just let Kirby Tucker, our President, appoint someone. That's legal. Let me hear from you. We really should push this through so that the chapter can be represented at the meeting and through the year.

July Meeting--

Tucson Chapter meeting minutes, Wednesday, July 21, 2021

This was a Zoom meeting, 6:30 pm to 7:10pm. Meeting host: Richard West

Minutes by Richard West, Secretary, Tucson Chapter, 857

Members in attendance: Bob Anderson, Steve Dexter, Neal Flint, Randy Prentice, Richard West, Rick Woodruff

Treasurer's Report: Treasurer, Bob Anderson, reported that our chapter account balance is \$2,858.31. Our account is kept at Washington Federal bank. There are no outstanding debts.

Bylaws update: The last time that we dealt with our bylaws was February 19, 2020. The minutes from that meeting report the following: Sarah [Hong-Soto] raised the subject of rewriting the Tucson By-laws, which were last updated in 1998 and are currently out of compliance with PTG Home Office rules. Using the Phoenix chapter's bylaws as a model, we swiftly went through and left what the group agreed with and made changes as necessary. The results will be reviewed for compliance and brought back to the Tucson chapter for any further necessary changes or for a final vote on their approval.

Bylaws update from the most recent meeting of the Tucson Chapter on July 21, 2021: Our bylaws were returned to us earlier this year. Barb Cassaday, our PTG Executive Director at the home office, suggested improvements/clarifications which members discussed at our Zoom meeting on Wednesday, July 21, 2021. A quorum was present. Richard West apologized for the short meeting notice. He wasn't aware of the 10-day requirement. Any corrections/additions to the decisions made at the meeting can be accomplished, if necessary, at the next meeting.

The sections in yellow were debated. I have added "Explanation" which details what was decided. As it turned out, all votes ended up being unanimous. Bob Anderson did a great job leading us through the process.

Members should let me know of any concerns or suggestions for additions or corrections. I've attached a file with a clean unmarked edition of the bylaws at the end of this email

**TUCSON ARIZONA CHAPTER BYLAWS
THE PIANO TECHNICIANS GUILD, INC
Revised ~~February~~ 2020**

Preamble

In order to provide a forum for those individuals who have a professional interest in piano technology; to promote the achievement of the highest technical standards to promote and improve the piano service industry and the well-being of all members, we do hereby constitute this Tucson Arizona Chapter of The Piano Technicians Guild, Inc (PTG) in accordance and compliance with all ~~the International~~ Piano Technicians Guild (PTG) Bylaws.

**ARTICLE I
Name**

- A. This body shall be known as the Tucson Arizona Chapter of The Piano Technicians Guild, Inc.
- B. This chapter was granted a charter by the PTG and derives its rights and powers from said charter.

ARTICLE V II

Membership

- A. ~~Membership shall be open to all individuals with a professional interest in piano technology as set forth in The Piano Technicians Guild, Inc. bylaws. Membership shall be open to all individuals, 18 years of age or older, with a professional or avocational interest in piano technology as set forth in the PTG Bylaws.~~
- B. All applicants should be presented to the Chapter for membership either in person or through his/her application.
 - 1. Any chapter member in good standing may object to an application.
 - 2. Objections must meet the criteria as set forth by PTG Bylaws and Policies.
- C. Membership in the chapter shall be terminated by failure to pay dues.
- D. Non-PTG visitors are welcome. Non-member technicians may attend up to () meetings at no charge. Non-members must submit an application to join PTG before attending any additional meetings. I recommend that you limit the number of meeting that a person may attend meetings without joining your chapter. It helps you enforce your rules should there be any problems with visitors.

*****Explanation: We decided it was best to welcome visitors without restricting the number of meetings before joining. We respect the interest and input from members and non-members. The approved version is as follows: “D. Non-PTG visitors are welcome.”

ARTICLE IV III

~~Nominations, Elections, Duties of Officers~~

- A. Nominations
 - 1. Nominations may be made from the floor.

It is generally best to elect a nominating committee to recruit nominees for the officer positions. The nominating committee gets their consent to serve and offers their names for consideration at the meeting in which the elections will take place. See the Sample bylaws under “Elections” for more information.
- *****Explanation: We’re a small chapter. We decided we didn’t need to have a nominating committee. The approved version is “1. Nominations may be made from the floor.”
- B. Elections
 - 1. Election of officers will be held at the ~~pleasure of the President~~ annual meeting.
 - 2. A quorum must be present when an election is held.
 - 3. A majority vote of the quorum shall be required to elect a candidate.
 - 4. Voting may be done by any means provided for in the parliamentary authority adopted by the Chapter so long as all requirements are met.

ARTICLE ~~III~~ IV Officers

A. Terms and Termination

1. Elected officers of the board shall be the President, the Vice President, the Secretary, and the Treasurer.
2. The President and Vice President shall serve for a period of two (2) years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. These offices are not subject to term limits.
3. The Secretary and the Treasurer shall serve for a period of two (2) years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. These officers are not subject to term limits.
4. Removal from Office is at the pleasure of the membership as provided for in the parliamentary authority adopted by the Chapter.

B. Duties of Officers

1. President
 - a. Shall preside over all meetings of the membership.
 - b. Shall fill vacancies in office by appointment, with the exception of the President, in which case the Vice President shall automatically succeed to office and then appoint a new Vice President.
 - c. Appoint all committees.
 - d. Process all applications for membership according to PTG bylaws and policies in a timely manner.
 - e. Shall contact members in case of dues delinquency.

*****Explanation: See Article VI. B. under Chapter Dues.

2. Vice President
 - a. Shall be prepared to assume the duties of President should an absence, either temporary or permanent, arise.
 - b. Shall be the program chairperson, planning for all chapter meeting programs.
3. Secretary
 - a. Shall keep a written record of the minutes of all chapter meetings and correspondence.
 - b. Shall be responsible for the notification of all meetings.
 - c. Shall notify the PTG. Home Office of any and all changes of chapter elected officers within ten (10) days after an election or change.
 - d. Shall send a copy of chapter bylaws to the PTG Home Office whenever they are updated or, at minimum, annually prior to dues collection.
 - e. Shall be responsible for filing all non-financial documents with local, state and federal agencies as required.
4. Treasurer
 - a. Shall have charge of all funds and securities of the chapter.
 - b. Shall deposit all such funds ~~in the name of the chapter in a bank or trust company designated by the chapter~~ into the chapter account in a timely manner. *-See Article VI-Finance for further clarification.*

- c. Shall keep a written record of all financial transactions of the chapter.
- d. Shall draw checks and pay bills as incurred by the organization.
- e. Shall provide a financial report at all chapter meetings.
- f. Shall file all financial reports as required by local, state and federal agencies.

ARTICLE H V

Meetings

A. Regular Meetings

1. Meetings will be held three times per year at a place and time approved by the members. If a state or national convention is held locally, it may replace the regular meeting.
2. Notification of all meetings shall be posted at least ten (10) days in advance.
3. The regular meeting in the month of _____ shall be known as the “annual meeting” and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

*****Explanation: It was decided that we would designate April as our “annual meeting.”

B. Quorum

1. A quorum is defined as five (5) members in good standing.
2. Only those members present at a meeting shall be permitted to vote. There shall be no voting by proxy.

C. Special Meetings

1. The President may call a special meeting, or one may be called upon request of any two (2) members in good standing. Should the President refuse or fail to call a special meeting when requested, any two (2) members of the chapter or the Regional Vice President may call a special meeting. A meeting is called by submitting a request to the Chapter Secretary, who shall notify all members at least three (3) days prior to the meeting date.
2. Unanimous consent of all members shall be required for a shorter notice. The Secretary shall file a record of such unanimous consent with the Minutes of the meeting.
3. 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.
4. Minutes shall reflect a roll call of participants and how each member of the chapter was notified.
5. The quorum for all special meetings shall be the same as for regular meetings.

D. Electronic Meetings

1. Members may participate in any properly called meeting by way of remote communication through which the member, other members so participating, and all members physically present at the meeting can simultaneously participate with each other during the meeting.
2. Notice shall be sent to all members as indicated for regular and special meetings and shall include the item(s) to be addressed, date, start-time, expected end-time and instructions on how to participate.

3. Participation in a meeting by electronic means constitutes presence in person at the meeting.

E. Voting may be done by any means provided for in the parliamentary authority adopted by the Chapter so long as all requirements are met.

If you have an Executive Committee and want to define who's on the committee and their responsibilities, that should be inserted here and become Article VI. See Sample Bylaws Article VII for more information.

If you have other committees then you will want to include Article IX from the Sample Bylaws as well. It defines how committees are set up and monitored.

*****Explanation: We decided we didn't really need a special executive committee.

ARTICLE VI

~~Chapter Dues~~

Finance

~~ARTICLE VII~~

~~Fiscal Year~~

A. The fiscal year of this chapter shall coincide with the fiscal year of the PTG and shall begin on the 1st day of January and end on the 31st day of December.

B. Chapter Dues

1. Chapter dues may be changed by a simple majority vote at any meeting.

2. Any member noted as delinquent as of January ~~31~~ 1st, and reported to the President, by the Home Office, shall be contacted to determine the member's awareness of the delinquency. *Is the President responsible for contacting these people? If so, maybe this should go under President's responsibilities. Also, I changed the January 31 date because recently the Board changed the drop date to January 31 so this would be too late.*

*****Explanation: The question here is "Is the President responsible for contacting members about delinquent dues. We decided to add a line to the President's duties (see Article IV. B. e). This will require the chapter President to contact members with delinquent dues.

The delinquent date will be January 1st, not January 31st. This is in accordance with national policy.

3. Chapter drop dates shall coincide with The Piano Technicians Guild Inc. policies.

4. The first year's dues will be pro-rated and collected by the chapter treasurer.

5. Subsequent year's dues may be collected by the PTG Home Office at the same time that PTG dues are collected. *This is only necessary if you collect dues now or will in the future.*

*****Explanation: Item 5 can be deleted. The chapter has voted to authorize the Home Office to collect our chapter dues rather than handling the collection locally. The Home Office handles everything and sends us our dues at no charge to the chapter.

C. Chapter funds.

Chapter funds shall be deposited in the name of the Tucson Chapter of the Piano Technicians Guild, Inc.,” in a federally insured depository.

The chapter bank account shall have a minimum of two authorizing signatures with the current Treasurer being one.

3. An adequate receipt for reimbursement shall accompany all bills submitted to the Treasurer for payment.

ARTICLE ~~VIII~~ VII

Annual Council Delegate and Alternate

This entire article could be moved to Standing Rules. Its not really a bylaws matter.

*****Explanation: Since the chapter doesn't have a document, "Standing Rules," we decided to leave this section where it is, unchanged.

A. Delegate

1. The delegate representing this chapter at the Annual Council Session will be elected by the chapter membership by a simple majority vote.
2. The chapter will reimburse the delegate for expenses in an amount determined by a majority vote.

B. Alternate

1. The alternate representing this chapter at the Annual Council Session will be elected by the chapter membership by a simple majority vote.
2. The alternate will represent this chapter in the event the delegate cannot attend the Council Session.
3. The chapter will provide the same reimbursement for an alternate as it would for a delegate.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter 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 society may adopt.

ARTICLE IX

Amendments

- A. These bylaws may be amended by an affirmation vote of 2/3 of the members present at a chapter business meeting where a quorum is present.

- B. Written notice, with all the details of proposed bylaws changes, must be sent to all members ~~postmarked or mailed~~ 10 (ten) days in advance of a meeting for the purpose of discussing such proposed changes.

ARTICLE X

Dissolution

- A. The membership may vote to dissolve the chapter by a 2/3 vote of the total membership.
- B. The assets of the Chapter shall be disposed of as follows:
1. All liabilities and obligations shall be paid or adequate provisions made.
 2. Any properties belonging to members or others shall be reclaimed by those individuals.
 3. Any assets belonging to the Chapter shall be sold and the profits and other assets shall be conveyed to The Piano Technicians Guild Foundation.

Tucson Chapter Officers—Contact Information

President: Kirby E. Tucker, RPT

Phone: 520-954-0951

Email: ktucker1022@yahoo.com

Treasurer: Robert Anderson, RPT

Phone: 520-326-4048

Email: randerson79@cox.net

Vice President: Randy A. Prentice, RPT

Phone: 520-749-3788

Email: prenticepiano@gmail.com

Secretary: Richard West, RPT

Phone: 402-570-4409

Email: 44orichard@gmail.com