



Bylaws
The Piano Technicians Guild, Inc.
Wichita Chapter

Preamble

The name of this organization shall be the Wichita Chapter of the Piano Technicians Guild, Inc.

[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)]

In order to provide a forum for those individuals who have a professional or avocational 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 of the Wichita Chapter do hereby constitute this Chapter in accordance and compliance with all the international **PTG Bylaws**.

This Chapter was granted a charter by the PTG on September 26, 1959 and derives its rights and powers from that Charter. [V.E.2. Chapters shall annually review their bylaws following the PTG Council session for compliance with the PTG Bylaws, Regulations, and Codes.]

Article I - Meetings

- A. Meetings will be held on the 2nd Thursday of each month, or by consensus of members attending.
- B. Meeting time and place shall be subject to Chapter approval.
- C. Members should be notified of all meetings in advance.
- D. Business meetings shall be conducted in accordance with Roberts Rules of Order, current edition.

E. The Quorum shall be 33% of RPT membership or Four RPT's, whichever is smaller.

Article II - Officers

A. Elected officers are to be President, Vice President, Secretary, Treasurer, and Newsletter Editor. The President and Vice President must be RPT members.

B. Each term of office shall be one year.

C. Election procedures.

1. A nominating committee may be elected in March and shall present a slate of officers at the April meeting, or in lieu of a nominating committee, te membership at a meeting may serve as the committee.

2. Additional nominations may be made from the floor.

3. Where two or more nominees are nominated for an office, a simple majority vote will decide the election.

4. Elected officers will assume duties at the May meeting.

5. Vacancies in office shall be filled by appointment of the President subject to ratification vote of membership.

D. Duties of Officers

1. President - The President shall preside over all meetings. The President shall appoint all committees. The President shall be ex-officio member of all committees with the exception of the nominating committee.

2. Vice President - The Vice President shall be prepared to assume the duties of the President should an absence, either temporary or permanent, arise. The Vice President shall arrange for the technical programs at all meetings.

3. Secretary - The Secretary shall be responsible for keeping written minutes, correspondence and attendance records and shall serve as Parliamentarian.

4. Treasurer - The Treasurer shall have charge of all funds and be responsible for depositing same in an institution approved by the Chapter. A written record of all transactions shall be kept and regular reports given at business meetings. The treasurer shall be responsible to draw checks and pay bills as incurred by the organization.

5. Newsletter Editor - The Newsletter Editor is responsible for notification of business meetings and other communication to members through monthly notices.

Article III - Membership

- A. Membership qualification shall be according to the constitution and bylaws of the International Piano Technicians Guild. Membership shall not be denied by reason of race, religion or sex of an applicant.
- B. The jurisdictional boundaries of the Chapter shall be defined in the constitution and bylaws of the P.T.G. [V.B.5.A chapter's area shall be defined as the 75 miles radius from the city hall of the chapter seat.]
- C. Membership classification will be consistent with International PTG. [II.B. Membership shall consist of three (3) classes: Franchised, Non-franchised, Limited franchised]
- D. RPT members have full voting privileges. Associates may vote at Chapter meetings except on issues dealing with procedures and their voting rights shall be in compliance with Article 8, Section E, #4 of Piano Technicians Guild Bylaws. [Currently Article V, Section E, #4]
- E. Removal from membership in Wichita Chapter must be in accordance with provisions and process set out in the Bylaws of the International Piano Technician's Guild.
- F. Membership in the Wichita Chapter shall be terminated by failure to pay dues.
- G. Applicants for membership must be approved by Chapter vote and sponsored by an RPT.

Article IV - Standing Rules, Order of Business

- A. Standing rules, following Robert's Rules of Order may be changed by vote at any meeting.
- B. All voting shall be ruled by simple majority, except in votes to change Bylaws & Constitution where a 2/3rds vote is needed.
- C. Voting by proxy shall not be the policy of this Chapter.
- D. Chapter meetings shall follow this order of business:
 - 1. Call to order, roll call or attendance taken

2. Reading of minutes of previous meeting; approval of minutes by members present
3. Officer's reports
4. Committee reports
5. Unfinished business
6. New business
7. Announcements
8. Technical Program

Article V - Finances

A. The fiscal year shall be January 1 through December 31.

B. Dues:

1. Dues of \$20 to be determined annually by the membership shall be due and payable on or before January 1 of each year. This is in addition to the dues of the International organization.

2. Any member noted as delinquent as of January 31 and reported to the President shall be contacted & served notice of the delinquency.

3. Chapter drop dates for dues delinquencies shall coincide with drop dates for International membership.

4. Reinstatement after being dropped for dues delinquency shall follow the rules for International membership.

C. Bills

1. All bills submitted to Treasurer for payment shall be accompanied by an adequate receipt for reimbursement

2. Unless previously authorized at a regular meeting or by committee, the bill will be paid by the Treasurer upon authorization at the next regular meeting.

Article VII - Delegate

1. A delegate to the International Council and Convention shall be elected at a regular monthly meeting preceding the convention. Any number of alternate

delegates may be elected, but the order of succession must be clearly defined.

2. Reimbursement of some or all expenses for the delegate and/or alternate will be decided at the time of their election at a Chapter meeting.

Article VIII - Ratification

These bylaws shall become effective upon acceptance, article by article, by approval of the membership, provided that there be not more than one negative vote. Rejection of any article by more than one vote does not jeopardize the status of other articles. After each article is approved, the bylaws as a whole must then be approved with not more than one negative vote.

Article IX - Amendments

These bylaws may be amended by affirmative vote of 2/3rds of RPT members present at a Chapter business meeting. Written notice, with all details of proposed changes, must be submitted to all members in advance of a meeting for the purpose of discussing such proposed changes. The actual vote on bylaws amendments shall be deferred to the next regular meeting.

Article X - Chapter Dissolution

- A. The membership may vote to dissolve the Chapter following the same procedures as for the bylaws. Refer to Article IX.
- B. The assets of the Chapter shall be disposed of as follows.
 1. All liabilities and obligations shall be paid.
 2. Any properties belonging to members or others shall be reclaimed by those individuals
 3. Any assets not specified in 1 or 2 above shall be disbursed equally among Chapter membership.

These Bylaws approved on _____.

Appendix

PTG BYLAWS, REGULATIONS AND CODES

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 nonprofit corporation under Articles of Consolidation in the State of Illinois, August 21, 1958.

ARTICLE I – MISSION and PRINCIPLES

Section A – 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.

Section B – Principles

In support of this mission statement, the Piano Technicians Guild, its subordinate bodies and/or its members shall:

1. Be democratic in its government and all its functions.
2. Comply with all legal obligations of the laws of the United States of America, of other applicable jurisdictions and under our corporate charter in all operations.
3. Provide its members ongoing programs for technical and professional development.
4. Provide its members a vehicle for the exchange of ideas.
5. Always strive to provide the best possible piano service to the piano community.
6. Always aim to provide service in an ethical way, keeping the piano user's needs and best interests uppermost.
7. Empower subordinate bodies in order that its mission and principles be carried out, supported and more easily shared by its individual

members.

8. Facilitate interaction and communication between all segments of the piano service and sales trades, the piano manufacturing industry and the piano playing community.

ROBERT'S RULES OF ORDER

RobertsRules.org | Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Introduction to Robert's Rules

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

- The member moving the "immediately pending question" is entitled to preference to the floor!

- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

•The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

•Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

•Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

•Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

•Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

•Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

•Main Motion: Brings new business (the next item on the agenda) before the assembly

•Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

•Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

•Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

•Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

•Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

•Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

•Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

•Postpone to a Certain Time: State the time the motion or agenda item will be resumed

•Object to Consideration: Objection must be stated before discussion or another motion is stated

•Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

•Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- Reconsider: Can be made only by one on the prevailing side who has changed position or view

- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred

- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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