

*** (final VOTING Draft – June 14, 2010) ***

Pomona Valley Chapter
Piano Technicians Guild

CONSTITUTION

Adopted May 12, 1975 Amended May, 1991

PREAMBLE

In order to provide a forum for those individuals who have a professional or a vocational 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 the Pomona Valley Chapter do hereby constitute this chapter of the Piano Technicians Guild, Inc. (PTG) in accordance and compliance with all the international **PTG** Bylaws.

Article I
Name

Sec 1 The name of this organization shall be: Pomona Valley Chapter, The Piano Technicians Guild.

Sec. 2 The following terms are defined as to their meaning in this Constitution and the Bylaws under it:

- a. PTG.....The Piano Technicians Guild, Inc.
- b. Chapter.....The Pomona Valley Chapter of The Piano Technicians Guild.
- c. Franchised Member....A Registered Piano Technician in good standing. (Formerly known as Registered Tuner Technician and/or Craftsman).

Sec. 3 This Chapter was granted a charter by the PTG on January 20, 1963, and derives its rights and powers from said Charter.

Sec. 4 This Chapter will abide by the Constitution, Bylaws,& Rules, Regulations and Penal Code of the PTG.

Article II
Meetings

Sec 1 Regular Chapter meetings will normally be held the second Monday of each month at 7:30 P.M.

Sec 2 Notice of place and time of each Chapter meeting shall be published in the California Combined Newsletter of the Piano Technicians Guild and the Pomona Valley PTG web site.

Article III Officers

Sec 1 There shall be seven elective officers of the Chapter.

Sec 2 The elective officers shall be:

- a. The President
- b. The Vice-President
- c. The Secretary
- d. The Treasurer
- e. Three Trustees

Sec 3 Terms of office

- a. The terms of office of all officers shall start the first day of the month, following their election.
- b. The terms of office of the President and Vice-President, shall expire at the end of one year. No restrictions shall be placed upon the terms of office for the secretary and treasurer.
- c. The terms of office of Trustees shall expire at the end of not more than three years.
- d. Terms of office of Trustees must expire consecutively, one year apart. When a new Trustee is to be elected, the term shall be, if necessary, adjusted to expire at a time which will maintain the condition of consecutive, yearly, expiry of Trustee terms.

Sec. 4 Election procedures

- a. A nominating committee shall be appointed at the February meeting.
- b. The nominating committee shall present a slate of officers at the April meeting.
- c. The Nominating committee report shall be published with the notification of the April meeting.
- d. Report of the nominating committee shall be voted on at the June meeting. Additional nominations may be made from the floor during the April, May and June meetings. Elected officers will assume duties at the close of the June meeting.
- e. Chapter Officers shall serve no more than two consecutive terms in one office, with the exception of the office of secretary and treasurer.

Sec. 5 Duties of Officers

- a. The President shall be the titular head of the Chapter and shall be its official spokesperson; shall make all non-elective appointments; shall preside at Chapter meetings; shall exercise a general supervision over all affairs of the Chapter.
- b. The Vice-President shall assist the President in the discharge of his/her duties and in the case of demise, incapacity, absence, or resignation of the President, shall assume ~~his~~ said duties, and shall have such other duties as provided by the Bylaws. The Vice-President shall be responsible for obtaining programs and provide meeting details to publishing entities.
- c. The Secretary shall make records and minutes of all Chapter meetings; shall be responsible for maintaining a correct and up-to-date copy of the Constitution and Bylaws of both PTG and Chapter; shall produce them at any meeting when the President rules that reference to them is necessary or desirable; shall have custody of all Chapter records, library property and portable, related items except as otherwise directed by the President.
- d. The Treasurer shall have custody of, and be responsible for, all Chapter funds. The Treasurer shall make financial reports to the chapter.

- e. The trustee shall be responsible for maintaining the continuity of policy and action, as it is beneficial to the Chapter, from one administration to the next. They shall guard the Chapter and PTG welfare and public image, and to this end uphold, oppose, or originate measures as to their constitutionality.

Sec. 6 The Board of Directors shall consist of all elected officers.

Sec. 7 The Board shall meet monthly or as deemed necessary by the President.

Sec. 8 A quorum at Board meetings shall consist of 50% of Board Members.

Article IV Membership

Sec. 1 All Pomona Valley Chapter Members shall pursue their professional activities in a manner consistent with the PTG Code of Ethics, and with the laws of the nation, commonwealth and community.

Sec. 2 Membership shall be open to all individuals with a professional or a vocational interest in piano technology as set forth in the international PTG bylaws.

Sec. 3 Membership in the Pomona Valley Chapter PTG shall be terminated by failure to pay dues.

Sec. 4 Applications for membership must be processed through the PTG home office.

Sec. 5 Chapter dues (prorated) shall be collected by the treasurer immediately after notification of membership acceptance by the PTG home office.

Article V Committees

Sec. 1 There may be a Membership Chairperson who will process applications and assist members in explaining the value and benefits of PTG to the individual.

Sec. 2 There may be a Social Committee which will arrange any social events the Chapter may have.

Sec. 3 There may be a Training and Examination Coordinator who will arrange for training sessions and examinations of applications for membership upgrade.

Article VI Amendments

Sec. 1 This Constitution may be altered, amended, revised, or repealed.

Sec. 2 The procedure for amending this constitution shall be as follows:

- a. Amendments may be proposed by any franchised member at any regular Chapter meeting.
- b. The Secretary will, by mail, inform all franchised Chapter members of such proposals and that the proposal will be voted upon at the next regular chapter meeting.
- c. Two-Thirds of those present and voting for an amendment will carry the amendment if the vote for the amendment represents one-third or more of the total franchised membership.
- d. Written notice, with all details of proposed bylaws changes, must be sent to all members postmarked at least ten days in advance for 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 VII Dissolution

Sec. 1 If this Chapter be dissolved, all liabilities and obligations shall be paid or satisfied or adequate provisions shall be made.

Sec. 2 Any assets belonging to members or others shall be returned or conveyed, if the assets are held under such requirement.

Sec. 3 Any assets not obligated shall be conveyed to the Piano Technicians Guild Steve Jellen Memorial Library.

CHAPTER BYLAWS

General Provisions

1. Amendments to these Bylaws may be made by a majority vote of franchised members at any properly constituted Chapter meeting after being proposed at the previous meeting.
2. Rules are those Bylaws which relate to parliamentary procedure, quorum and majority requirements, and other matters of a similar nature.
3. Regulations are those Bylaws which continue to be in force until they are rescinded.
4. All Bylaws shall be severally assigned a proper number by the Secretary, who shall keep a currently correct book of the Bylaws in force in each category.
5. Unless otherwise specified, a Bylaw shall be effective upon passage.

Rules

1. Roberts Rules of Order shall be the rules of the chapter in all cases not covered specifically in these Bylaws.
2. Chapter meeting quorum shall consist of franchised members who represent at least 25% of the franchised membership of the Chapter.
3. The order of Business for Chapter meetings shall be as follows:
 - a. Call to order
 - b. Reading and disposal of Minutes
 - c. Reading and disposal of correspondence
 - d. Committee reports
 - e. Old business
 - f. New business
 - g. Technical program
 - h. Adjournment
4. The Order of Business may be changed at the discretion of the President.

Regulations

1. Special committees may be formed by presidential prerogative and shall expire with the completion of the task for which they are formed or at the end of one year unless renewed by the same authority.
2. Committee appointments, unless otherwise provided by the constitution, shall be made by the President.
3. Committee members shall receive no remuneration for their services as such, but may be, on proper authorization, reimbursed for expenses.

4. All matters of Constitution and Law and all Elections must be determined by the individual Chapter members in attendance and voting at a regular meeting or at a called meeting of which all members have been given due and timely notice.
5. It is in order for the Chapter to bear all or part of its delegate's expense in attending a Council meeting, but illegal to pay delegate for his/her time spent serving as a delegate.
6. Chapter funds shall be deposited in the name of The Pomona Valley Chapter, Piano Technicians Guild in a federally insured depository.
7. The Chapter dues shall be \$72.00 per year and shall be reviewed annually in May.
8. On request, a committee chairman shall make a report of progress to the Chapter President or the Chapter.
9. A committee chairman shall have the privilege of enlisting members to serve with his/her appointed membership if such action will promote the action of his committee.
10. The Chapter President or Treasurer is authorized to make emergency expenditures not to exceed \$500.00; the President or Treasurer shall inform the membership of such expenditure at the next Chapter meeting.
11. Payments of more than \$500.00 from Chapter funds shall be made only by check signed by authorized officers after payment has been ordered by Chapter Vote.
12. Officers authorized to sign checks are the President, the Vice-President, and the Treasurer. A check is valid when signed by any two of the three authorized officers.
13. All bills submitted to the Treasurer for payment shall be accompanied by an adequate receipt for reimbursement.
14. The Secretary shall provide each new member with a copy of the Chapter Constitution and Bylaws and a welcoming orientation letter.
15. The Treasurer shall be required to make a quarterly financial report to the Chapter at the January, April, July and October Chapter meetings, or on request of the President. A copy of the Treasurer's report shall be given to the Chapter President.