

**By-Laws of the Columbus Chapter  
Piano Technician's Guild, Inc.**

PREAMBLE

In recognition of the need for administrative order to carry out the daily functions of the Columbus Chapter of the Piano Technicians Guild Incorporated, we do hereby ordain these by-laws this 28th day of May in the year 1987.

ARTICLE I: NAME

- A. The name of this organization shall be the Columbus Chapter of the Piano Technicians Guild, Inc., hereinafter referred to as the CPTG.
- B. This Chapter was granted a charter by the **PTG** in August, 1958 and derives its rights and powers from said Charter.

ARTICLE II: PRINCIPLES OF BY-LAWS

- A. The CPTG shall adhere to all objectives and principles as set forth in Article I of the Piano Technicians Guild, Inc. (hereinafter referred to as PTG) by-laws. The purpose of the CPTG By-Laws is for local administrative order.

ARTICLE III: MEETINGS & QUORUM

- A. Meetings shall be held on the third Tuesday of the month.
  - 1. The exceptions being: December, June, July & August
- B. Meeting time and place may be changed subject to chapter approval.
- C. Notification of all meetings shall be at least 10 days in advance.
- D. Business meetings shall be conducted in accordance with Robert's Rules of Order, current edition.
- E. There must be quorum to conduct a business meeting
- F. Quorum
  - 1. Where 3 franchised members are gathered there shall be quorum
  - 2. Eligible voting members are franchised members who are current with all dues
  - 3. A member who cannot be present, may designate another member to be a proxy
  - 4. Participation in a meeting by electronic means constitutes presence in person at the meeting.

ARTICLE IV: OFFICERS, APPOINTEES & CHAPTER BOARD

- A. Elected officers will be: President, Vice-President, Treasurer and Secretary
- B. Appointed positions will be: Newsletter Editor, Webmaster and Librarian
- C. The term of office for President and Vice President shall be one year with no person serving more than 2 consecutive terms in the same office. The term of office for Secretary and Treasurer shall be one year with more than 2 consecutive terms being permitted at the request of the chapter.
- D. Vacancies in office shall be filled by appointment of the President with the exception of the President; in which case the Vice President shall automatically succeed to office.
- E. Election of the board
  - 1. Qualifications
    - a. All board members must be franchised members in good standing
  - 2. Notification
    - a. Election notice will be no less than 10 days prior to an election
    - b. Elections will be held in May in accordance with PTG By-Laws.  
Elected board members shall assume the role immediately.
  - 3. Quorum must be present to hold an election
  - 4. Nominations
    - a. Any member of the CPTG in good standing may make nomination of

another member also in good standing

5. Elections

- a. Votes may be cast by secret ballot or made by show of hands
- b. When there is only one nominee for an office, that nominee will be elected by general acclamation

F. Duties of the officers and appointees

1. The President will:

- a. Be head of the CPTG and its official spokesperson
- b. Serve as chairman of the chapter board
- c. Appoint all committees and fill any vacancy on any committee
- d. Exercise general supervision over all affairs of the CPTG, i.e., presiding over correspondences and meetings.

2. The Vice-President will:

- a. Assist the president in the discharge of presidential duties
- b. In the absence or disability of the president perform the duties of the president.
- c. Co-ordinate the work of all standing committees at the direction of the president and keep the president informed of committee problems and progress.
- d. Co-ordinate information on current membership and prospective members

3. The Treasurer will:

- a. Be an authorized signatory to fund transfers, withdrawals, etc. and keep a file copy and records.
- b. Process chapter members' expense reports and keep a file copy
- c. Prepare an annual statement on the chapters finances

4. The Secretary will:

- a. Act as secretary to the chapter and be responsible for the minutes of all chapter and board sessions
- b. Maintain an up-to-date copy of all CPTG by-laws, policies and contracts
- c. Assist the president with chapter correspondences
- d. Post meeting notices when not posted in the newsletter

5. The Newsletter Editor will:

- a. Organize and prepare a monthly newsletter that contains meeting minutes, meeting notices, chapter activities and various articles of interest to the chapter
- b. Supervise publication and distribution of the newsletter

6. The Librarian will:

- a. Be accessible (attend meetings regularly and / or be easily accessible to majority of membership)
- b. Maintain an inventory list of the Del Gittinger Memorial Chapter Library
  - i. Updated yearly and distributed to members or published in the newsletter
  - ii. Keep records of expenditures in co-operation with the treasurer
- c. Have an appropriate place to keep items separate from personal belongings
- d. Keep track of checked out material

7. The Webmaster will:

- a. Maintain the chapter's website

8. Officers and appointees will maintain a file and / or record of their activities

G. The Chapter board

1. The Board will consist of the elected officers and the immediate past president
2. The Board will meet as deemed necessary by the President.
3. Two members-at-large, elected by the chapter, may be designated at the chapter's discretion
4. Quorum for a board meeting will be 50%
5. Board meetings will be called at the discretion of the President.

ARTICLE V: MEMBERSHIP

- A. All CPTG members shall pursue their professional activities in a manner consistent with PTG Code of Ethics and with the laws of the nation, commonwealth and community.

B. Membership will be open to all individuals with a professional or avocational interest in piano technology as set forth in the international by-laws.

C. Membership in the CPTG will be terminated by failure to pay dues

#### ARTICLE VI: COMMITTEES

##### A. Standing Committees

###### 1. Types

a. Membership

b. Testing

2. Appointments will be made by the executive board

a. The first named will serve as chairman of the committee

3. Terms of office will be 12 months

4. Numbers of members on every committee will be at least 3

5. Limits of terms will be that no member may hold office for more than 2 consecutive terms

##### B. Special Committees

1. Terms will be appointed for a specific purpose at the discretion of the board

a. The first named will act as chairman

b. Special committees will be reviewed annually by the board

2. Number of members will be no less than 3

#### ARTICLE VII: FINANCES

A. The Chapter's Fiscal year will be July 1 through June 30.

##### B. Dues:

1. Amount of CPTG dues will be reviewed annually

2. Modification of dues will be determined on an individual basis by the membership at large in accordance with national by-laws

3. Any member noted as delinquent as of January 31 and reported to the President shall be contacted to determine the member's awareness of the delinquency.

4. Chapter drop dates for dues delinquencies shall coincide with drop dates for international membership.

##### C. Bills:

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

##### D. Reports:

1. The board will prepare an annual budget with the assistance of the Treasurer's annual report.

#### ARTICLE VIII: DEL GITTINGER MEMORIAL CHAPTER LIBRARY

##### A. Content

1. Books, recordings, back issues of periodicals from members, copies of manufacturers literature (catalogs, specs, etc.), chapter newsletters (ours and exchanges), file of correspondence with other chapters (conference, etc.), action models, PTG pamphlets, samples, AV equipment

##### B. Acquisition Criteria

1. The librarian will make decisions on acquisitions under \$100.00 (US)

2. Acquisitions over \$100.00 (US) will be put to the vote at the regular meeting

##### C. Check-out

1. Check-out will be 1 month, from one meeting to the next unless special arrangements are made.

2. Members are financially responsible for checked-out items

#### ARTICLE IX: AMENDMENTS

A. Any member may propose an amendment to the by-laws in writing to the executive board who will in turn present the proposal to the membership at large

B. Notification of pending amendments of proposed by-laws will not be less than 10 days before the voting on said amendment

1. Statement of proposed amendment will accompany said notification
  2. The newsletter may be the medium for presenting the proposal
- C. Quorum must be present to change the by-laws
- D. An affirmative vote of 2/3 of franchised members is necessary to change the by-laws.

**ARTICLE X: DISSOLUTION**

- A. The membership may vote to dissolve the Chapter following the same procedure as for the amendment of the bylaws.
- B. The assets of the Chapter shall be disposed of as follows:
1. All liabilities and obligations shall be paid or adequate provision shall be made
  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 conveyed to the Piano Technicians Guild Foundation.

These revised By-laws adopted May 2021

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**STANDING RULES**

These rules in no way will conflict with the by-laws of PTG. Standing rules are rules which are related to the details of the administration rather than to parliamentary procedure and can be adopted or changed when the need arises. A standing rule can be adopted at any business meeting without previous notice.

1. Order of Business at Chapter Meetings
2. Convention Delegates
  - a. There shall be one delegate and 1 or 2 alternate(s) to the International Council
  - b. The delegate will be a franchised member, preferably one who has served as delegate or alternate within the previous 2 years
  - c. The chapter will reimburse the delegate up to \$500 for convention expenses. Delegate must provide receipts
  - d. Alternates will pay their own way
3. Chapter dues will be \$30.00 (US) to be collected with the PTG dues
4. Cliff Maurer Exam Prize

In November, the testing committee will nominate no more than 3 new RPTS for the Cliff Maurer Exam Prize. The new RPT being defined as a technician having completed the exams since the previous November. The committee may decide not to nominate anyone at their discretion.

To be eligible, the nominees must:

Be in good standing (member is current with dues and in compliance with Article V, Paragraph A of the Columbus chapter by-laws: All CPTG members shall pursue their professional activities in a manner consistent with PTG Code of Ethics and with the laws of the nation, commonwealth and community.)

Be active in the chapter ( attends meeting and participate in chapter activities)

Have passed all three exams within a 2 year period beginning with the successful passing of the written

exam.

Franchised (members not nominated) members present at the November meeting will vote for the recipient of the prize which will consist of the current reimbursement to the chapter for taking the technical and tuning exam.

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