

**THE PIANO TECHNICIANS GUILD INC.
DETROIT-WINDSOR CHAPTER 481
CHAPTER BYLAWS
THESE BYLAWS REVISED IN MAY 2008**

PREAMBLE

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 the Detroit-Windsor 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

A. This body shall be known as The Detroit-Windsor Chapter of the PIANO TECHNICIANS GUILD INC.

B. This Chapter was granted a charter by the PTG in 1957 and derives its rights and powers from said charter.

ARTICLE II

MEETINGS

A. Meetings will be held on the first Monday in January, March, April, May, June, October and November with the exception of the second Monday in September.

B. Meeting time and place shall be subject to chapter approval.

C. Notification of all meetings shall be postmarked at least ten calendar days in advance.

D. Business meetings shall be conducted in accordance with Robert's Rules of Order, current edition.

E. A quorum shall consist of 20% of the franchised membership, excluding sustaining members.

ARTICLE III

OFFICERS

A. Elected officers are to be the President, Vice President, Secretary, and Treasurer. The President and Vice President shall be franchised members.

B. Each term of office shall be one year.

C. Election procedures.

1. A nomination committee shall be elected at the January meeting.
2. The nomination committee shall present a slate of officers at the March meeting.
3. The nomination committee report shall be published with the notification of the April meeting.
4. Elections shall take place during the May meeting. Officer nominations, in addition to those of the nomination committee, may be made from the floor. Elected officers will assume duties at the close of the May meeting.
5. 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.

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 nomination 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 may be called upon by the President to fill vacant committee positions.
3. Secretary: The Secretary shall be responsible to keep written minutes, correspondence and attendance records. The Secretary shall be responsible for the notification of all meetings.
4. Treasurer: The Treasurer shall have charge of all funds and securities and be responsible for depositing it in a timely manner in an institution as designated by the chapter. A written record of all transactions shall be kept and regular reports given at the business meetings. The Treasurer shall be responsible to write checks and pay bills promptly as incurred by the organization.

ARTICLE IV

BOARD OF DIRECTORS

A. The Board of Directors is to consist of:

1. The four elected officers.
2. The immediate past president (for one year).

B. The Board shall meet as deemed necessary by the President, at least eight times annually. Duties of the Board of Directors shall be set forth in the standing rules.

C. A quorum at the Board meetings shall consist of 50% of the Board Members.

ARTICLE V

MEMBERSHIP

A. All of the Detroit-Windsor 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.

B. Membership shall be open to all individuals with a professional or avocational interest in piano technology as set forth in the international bylaws.

C. Membership shall be made up of franchised, non-franchised and limited franchised members as defined in PTG bylaws.

D. Membership in the Detroit-Windsor Chapter shall be automatically terminated by failure to pay dues.

E. New applications for membership should be discussed at the next regularly scheduled chapter meeting held after the application is received. If there are no objections to the application, the application should be signed by a chapter officer and promptly mailed to the Home Office. If there are objections, a chapter officer should complete the "New Member Notification Form: and follow the instructions for submission.

ARTICLE VI FINANCES

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

B. Dues:

1. Chapter dues as determined annually by the membership in addition to the international dues shall be due and payable on or before January 1 of each year.
2. Any member noted as delinquent as of January 31 is reported to the Chapter President. The Chapter President shall contact the member to determine the member's awareness of the delinquency.
3. Chapter drop dates for dues delinquencies shall coincide with the drop dates for international membership.

C. Chapter Funds:

1. Chapter funds shall be deposited in the name of "Piano Technicians Guild, Inc., Detroit-Windsor Chapter" in a federally insured depository.
2. An adequate receipt for reimbursement shall accompany all bills submitted to the Treasurer for payment.

ARTICLE VII COMMITTEES

Committees shall be appointed by the President as needed.

ARTICLE VIII

AMENDMENTS

These bylaws may be amended by an affirmative vote of 2/3 of franchised members present at a chapter business meeting. Written notice, with all details of proposed bylaws and bylaws changes must be sent to all members postmarked at least ten calendar days in advance of a meeting for the purpose of discussing such proposed changes. The actual vote on the bylaws amendments shall be deferred to the next regular meeting.

ARTICLE IX 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 provisions 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 or as outlined in PTG bylaws.

These bylaws revised October 2003.

STANDING RULES

1. These rules will in no way conflict with the bylaws of the PTG. Standing rules are rules which are related to the details of the administration rather than to the parliamentary procedure. The standing rules can be adopted or changed when the need arises, and without previous notice, by a vote of the membership.

Examples of standing rules follow:

Order of Business at Chapter Meetings

- a. call to order;
- b. confirmation of quorum
- c. acknowledgment of antitrust policies
- d. adoption of agenda
- e. approval of the minutes from previous meeting
- f. officers' reports
- g. committee reports
- h. unfinished business
- i. new business
- j. late submissions
- k. announcements good and welfare
- l. adjournment

2. Convention Delegates:

There shall be one delegate and, optionally, one alternate elected to represent the Chapter at the annual Council meeting and PTG Convention. This election should take place no later than the regularly scheduled April meeting of the Chapter. It is in order for the Chapter to bear all or part of its delegate's and/or alternate's expenses while attending the Council Meeting, in an amount to be determined by chapter vote.

3. A separate meeting shall be set before the annual convention to direct the delegate and alternate on the council agenda.

4. Chapter dues shall be determined at the October meeting and shall be collected by the PTG home office with the international dues.

5. The Board of directors shall be responsible for setting the agenda for the meeting.