

Central Oklahoma Chapter 731
THE PIANO TECHNICIANS GUILD, INC.

BYLAWS

Revised March 21, 2024

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. Membership shall consist of two (2) classes: a. Registered Piano Technician (RPT), and b. Member. RPT members shall be classified: a. Registered Piano Technician-Active, b. Registered Piano Technician-Sustaining. We the Central Oklahoma Chapter do hereby constitute this chapter of the **THE PIANO TECHNICIANS GUILD, INC. (PTG)** in accordance and compliance with all **PTG** Bylaws.

ARTICLE I - NAME

- A. This body shall be known as the Central Oklahoma 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. Meeting time and place shall be subject to chapter approval.
- B. Notification of all meetings shall be delivered at least ten days in advance.
- C. Business meetings shall be conducted in accordance with the most current version of "Robert's Rules of Order."
- D. All members may vote on all matters.
- E. The quorum shall be 30% of the membership.

ARTICLE III - OFFICERS

- A. Elected officers are to be President Vice President, Secretary and Treasurer. Co-Presidents may be elected to share the duties of the President and Vice President
- B. Each term of office shall be one year.
- C. Election procedures:
The chapter shall elect its officers annually. Annual election may be done through a nominating committee, by acclamation or any other method approved by the current members. The new officers shall assume duties at the close of the May meeting. 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:**

- a. The President shall preside over all meetings.
- b. The President shall appoint all committees.'
- c. The President shall be ex-officer member of all committees with the exception of the Nominating Committee.

2. **Vice President:**

- a. The Vice President shall be prepared to assume the duties of the President, should an absence either temporary or permanent arise.
- b. The Vice President shall assist the President in executing Chapter affairs and activities.

3. **Secretary:**

- a. The Secretary shall be responsible to keep written minutes, correspondence and attendance records.
- b. The Secretary shall be responsible for the notification of all meetings.
- c. Be responsible for filing all non-financial documents with local, state and federal agencies as required i.e. business licenses, corporate filings, etc.

4. **Treasurer:**

- a. The Treasurer shall have charge of all funds and securities and be responsible for depositing funds in institutions as designated by the Chapter.
- b. A written record of all transactions shall be kept and regular reports given at business meetings.
- c. The Treasurer shall be responsible to draw checks and pay bills as incurred by the organization.
- d. The Treasurer shall be responsible for filing all financial tax returns as required by local, state and federal agencies.

ARTICLE IV - BOARD OF DIRECTORS

A. The board of Directors is to consist of:

- 1. the elected officers.
- 2. the immediate past president.

B. The Board shall meet as deemed necessary by the President, at least once annually.

C. Duties of the Board of Directors shall be set forth in the standing rules.

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

ARTICLE V - MEMBERSHIP

A. All Central Oklahoma 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, 18 years of age or older, with a professional or avocational interest in piano technology as set forth in the PTG Bylaws.

C. 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 the application.

2. Objections must meet the criteria as set forth by PTG Bylaws, Regulations and Codes and presented in accordance with current PTG Bylaws, Regulations and Codes.

D. Membership in the Central Oklahoma Chapter may be terminated by failure to pay dues.

ARTICLE VI - FINANCES

- A. The fiscal year shall be June 1 through May 31.
- B. Dues:
 - 1. Dues, to be determined annually by the membership, shall be due and payable on or before January 1 of each year.
 - 2. 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.
 - 3. Chapter drop dates for dues delinquencies shall coincide with drop dates for PTG membership.
- C. Chapter funds:
 - 1. Chapter funds shall be deposited in the name of the "Central Oklahoma Chapter 731 Piano Technicians Guild, Ind.," 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. *(The need for committees and their specific functions will generally change as the organization grows and develops as should be enumerated in "Standing Rules" rather than in the Bylaws.).*

ARTICLE VIII - AMENDMENTS

- A. These bylaws may be amended by affirmative vote of 2/3 of members present at a chapter business meeting.
- B. Written notice, with all details of proposed bylaws changes must be sent to all members dated at least ten days in advance of a meeting for the purpose of discussing such proposed changes.
- C. The Actual vote on 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 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 may be conveyed to The Piano Technicians Guild Foundation or divided equally between Chapter members whose dues are current.
 - 4. Disposition of funds shall be determined by majority vote of the entire chapter membership.