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 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 made at least ten calendar days in advance.


E. A quorum shall consist of 20% of the membership.

F. The Chapter President shall be responsible for setting the agenda for the meetings.

ARTICLE III
OFFICERS
A. Elected officers are to be the President, Vice President, Secretary, and Treasurer.

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. Elections will be conducted by hands count or some other means, unless there is only one nominee in which case the election may be conducted by voice vote. 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, and file required tax returns.

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. 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 aged 18 years and older with a professional or avocational interest in piano technology as set forth in the international bylaws.

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

D. 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 PTG 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 made available 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 April 2019.

STANDING RULES
1. 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.
2. A separate meeting shall be set before the annual convention to direct the delegate and alternate on the council agenda.
3. Chapter dues shall be determined at the October meeting and shall be collected by the PTG home office with the international dues.
4. The Board of directors shall:
a. Conduct the business and affairs of the chapter within all guidelines of the chapter bylaws, rules, etc. and the PTG bylaws.
b. Council the other board members and the chapter membership on issues to be dealt with by the chapter.
c. Chapter Board members shall not be compensated for their service as officers.
d. Chapter board members can be reimbursed for necessary and reasonable expenses incurred in the performance of properly authorized chapter business.