

# **Rochester Piano Teachers' Guild Constitution**

## **Article I: Name**

Section 1: This organization is known as the Rochester Piano Teachers' Guild, Inc., hereafter referred to in this document as RPTG.

## **Article II: Objectives**

Section 1: The objectives of this organization are as follows:

- A. To cultivate an atmosphere in which the highest standards of piano teaching may be encouraged.
- B. To stimulate widespread interest in the study of piano.
- C. To work together harmoniously to provide our members opportunities for professional growth.
- D. To give members' piano students opportunities to perform.
- E. To cooperate with the various music organizations in the community for the benefit of our students.

## **Article III: Membership**

Section 1: Any professional in the greater Rochester area involved in teaching piano and interested in the general objectives of RPTG may become an active member.

Section 2: Area college music students with an interest in piano teaching may also become active members.

Section 3: Retired piano teachers may become associate members.

## **Article IV: Officers**

Section 1: Members will elect the following officers: president, vice president, recording secretary, corresponding secretary, and treasurer.

Section 2: Officers shall be elected to a term of one year. An officer may be reelected to one or more terms. If the number of terms will exceed four terms, then a seventy-five percent approval by the board will be required to place that person's name on the ballot.

Section 3: Officers shall be elected by written ballot after nominations from the nominating committee have been accepted by the board. A ballot must be sent to the membership at least twenty days prior to an election. A ballot not returned will be considered a "yes" vote.

(sentence about nominating committee polling by mail or phone omitted)

Section 4: Officers shall be elected in the month of May and, excepting the treasurer, shall take office in the month of June. The treasurer's term shall reflect the fiscal year.

Section 5: In case of a vacancy before a term has expired, the officer shall be elected as soon as possible by a quorum of the membership. When the president's office is vacated mid-term, the vice president will take the office of president, and a new vice president will be elected.

## **Article V: Meetings**

Section 1: General meetings shall consist of either programs or business meetings.

Section 2: Programs shall be held a minimum of four times per year.

Section 3: Business meetings shall be held a minimum of two times per year. A business meeting may follow a program.

Section 4: Board meetings shall be held at least three times per year. Emergency board meetings may be called with the approval of the president.

Section 5: There must be a joint board meeting of outgoing and incoming officers before the end of the current fiscal year.

Section 6: In the event of an unforeseen global, national, or healthcare event which would endanger the health and safety of those convening, the proscribed number of in-person general and/or board meetings may be altered. In their stead, every effort should be made to continue the necessary business of the Guild via technology ( i.e. Zoom, Facetime, etc.).

#### **Article VI: Quorum**

Section 1: A quorum shall consist of one-fifth of the active membership.

#### **Article VII: Amendments**

Section 1: This constitution may be amended at any general meeting of the organization, provided a written notice of the proposed amendment has been sent to the membership at least 20 days prior to the meeting. The proposed amendment must be passed by a two-thirds vote of the active membership. This voting may be conducted by mail. A ballot not returned shall be considered a "yes" vote.

#### **Article VIII: Review of Constitution and By-Laws**

Section 1: The RPTG Constitution and By-Laws must be reviewed at least every five years.

### **By-Laws**

#### **Article I: Membership**

Section 1: Membership shall be granted upon payment of dues.

Section 2: Active members may enter their students in RPTG recitals, masterclasses, etc.

Section 3: Both active and associate members may vote.

## **Article II: Dues and Other Moneys**

Section 1: The main support of RPTG is derived from membership dues, which may be adjusted to the needs of RPTG by a quorum vote at any general meeting.

Section 2: Associate members, as well as active members who are college students, shall enjoy dues at a reduced rate.

Section 3: New members joining after February 1 will be assessed dues at half price. This shall be allowed one time per person.

Section 4: Bills for the upcoming year will be issued to current members in June.

Section 5: Money derived from other activities such as lectures, workshops, recitals, etc. will be added to the treasury with the exception of donations to the Scholarship Fund.

Section 6: A separate Scholarship Fund shall be maintained by RPTG and administered by the RPTG Treasurer.

## **Article III: Duties of Officers**

Section 1: The president shall preside at all general and board meetings of the RPTG. He is responsible for producing and archiving a hard copy of the minutes and budgets from all meetings. The president also shares the responsibility of updating and editing the RPTG handbook in cooperation with the handbook committee. He shall set dates for board meetings, approve broader matters of the budget, and assign roles of leadership. The president is a member ex officio of all standing committees except for the nominating committee.

Section 2: The vice president shall preside over all general and board meetings in the absence of the president. The vice president shall assist the president in whatever way the president deems most helpful.

Section 3: The recording secretary shall record minutes of all general and board meetings. Copies of all minutes shall be sent to the president.

Section 4: The corresponding secretary shall compile and send the newsletter and any other correspondence as deemed necessary.

Section 5: The treasurer shall be the custodian of all the moneys of RPTG, including moneys of the Scholarship Fund. He shall compile transactions for fiscal year-end reporting to the IRS and NYS Charities Bureau and shall render an account at all RPTG general and board meetings, copies of which shall be sent to the president and the recording secretary. Treasurers' reports shall also be passed on to subsequent treasurers. The treasurer shall reimburse expenses of officers and committee chairs on behalf of RPTG. Non-budgeted expenses must not be incurred on behalf of RPTG without prior approval of the treasurer and the president; those exceeding \$100 must be approved by the majority of elected officers, by telephone or email if necessary. Every effort should be made by the member to pay these expenses tax exempt. The treasurer shall pay all bills by check. Others in the Guild have check signing permission for their respective program (i.e. Scholarship and Gold Cup). One signature alone shall be valid for all payments. The treasurer's books shall be audited at the end of the fiscal year by Heveron and Co. or other auditor deemed worthy by the board. The treasurer shall perform such other duties as the office may require.

Section 6: The duties of each office may be shared by two people when necessary.

#### **Article IV: Board**

Section 1: Current officers, standing committee chairs, and the immediate past president shall constitute the RPTG Board and may transact all business. All action taken by the board shall be reported at the next general membership meeting.

Section 2: The presiding officer shall not vote except in case of a tie.

Section 3: The board may include non-voting representatives of other local music organizations, such as the National Guild of Piano Teachers, the National Federation of Music Clubs, and the Music Teachers' National Association.

Section 4: Upon notification to the president, non-board members are welcome at board meetings when their business is pertinent.

Section 5: The president may poll elected officers for their vote between board meetings and in an emergency. This may be done via telephone or email.

## **Article V: Committees**

Section 1: There shall be such standing committees as will further the work of RPTG. Standing committees of the organization shall be stated in the current handbook.

Section 2: Committee chairs and possible co-chairs shall be appointed yearly by the president with the exception of the Scholarship and Hanson Committees. Chairs may appoint committee members from the general membership as needed.

Section 3: The Hanson Committee shall remain constant from one year to the next. The committee shall be responsible for electing its own chair and for filling vacancies. The committee will include two rotating judges selected annually from the general membership of RPTG.

Section 4: The Scholarship Committee shall consist of at least four voting members including the RPTG treasurer, who shall act as financial director. The committee shall receive applications and will grant scholarships. Preference will be given to RPTG members whose students have not previously received a scholarship. Both the RPTG Treasurer and Scholarship Committee Chair may write checks to the scholarship recipient.

## **Article VI: Conduct of Meetings**

Section 1: All meetings will be conducted by parliamentary procedure. Robert's Rules of Order Revised shall govern this association.

Section 2: The president may appoint a parliamentarian to be at all business meetings.

Section 3: If a vote must be taken and no quorum is present, a description of the issue and a ballot will be mailed to the membership. The ballot must be returned to the recording secretary on or before the deadline established. A ballot not returned will be considered a "Yes" vote.

## **Article VII: Fiscal Year**

Section 1: The fiscal year is July 1 through June 30.

September 17, 2010 Constitution and By-Laws revised  
September 16, 2015 Constitution and By-Laws revised  
September 18, 2020 Constitution and By-Laws revised