

CONSTITUTION AND BY-LAWS OF THE PITTSBURGH PIANO TEACHERS ASSOCIATION

ARTICLE I: NAME

This organization shall be known as the Pittsburgh Piano Teachers Association, a senior club of the state and national Federation of Music Clubs, PFMC and NPMC.

ARTICLE II: PURPOSE

Section 1. The purpose of this Association is to promote and maintain high standards of piano teaching by offering opportunities and motivation for the educational growth of the teacher members and their students.

Section 2. The Association shall establish a cooperative relationship with the public by means of the press and other channels of communication.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. The membership of this Association is not limited as to the number of members and is a nondiscriminatory Association open to active piano teachers at least 21 years of age.

Section 2. An application for membership shall be discussed by the Executive Board. The application shall be accompanied by the annual dues. Upon approval by the Board, the applicant shall be notified by the Membership chairman.

Section 3. Bills for dues shall be mailed by April 30. (This includes the per capita tax of the National Federation of Music Clubs, of which the Pittsburgh Piano Teachers Association is an affiliate member).

Section 4. A member is considered delinquent if dues are not paid by August 1, after which they will be subject to processing fee. Only members who have fully paid dues and applicable processing fees by September 1 of the current year shall be listed on the PPTA website and fully eligible to participate in PPTA competitions and other functions.

Section 5. Membership in this organization entitles member teachers and their students to the activities of the Pittsburgh Piano Teachers Association. A teacher must be a PAID member of PPTA by September 1 prior to the date of all competitions to participate.

Section 6. Life Membership shall be reserved for Past Presidents who have retired from active teaching and members who have made outstanding contributions to the organization as decided by the Executive Board. Life members are extended the courtesy of receiving the Keynotes.

Section 7. Members 65 years of age and over will have the privilege of a reduction in current membership dues as set by the Board.

ARTICLE IV: GOVERNANCE

Section 1. The PPTA shall be governed by an Executive Board. The Executive Board shall consist of these elected officers: President, First Vice-President(s), Second Vice-President, Recording Secretary, and Treasurer. Executive office duties may be shared by two officers; Committees may be Co-chaired as well. This Executive Board shall oversee all Committees. Committee chairs shall be appointed by the President. The Executive Board shall have voting rights; the appointed Committee chairs will not.

Section 2. The Federation Secretary will be a permanent Standing Committee Chair, and shall follow the outlines of the Pennsylvania Federation of Music Clubs, which is offered as a guide to assist said Secretary in the work. As a Standing Committee Chair, the Federation Secretary shall be responsible to report to the Executive Board on Federation activities via written report.

Section 3. The Executive Board and Committee Chairs shall meet the first Wednesday of the month from September through June, except January, unless otherwise noted.

Section 4. The Executive Board shall have discretionary voting power over all Committee actions. Each Committee will be led by a Chairperson, who shall be responsible for reporting all activities of that Committee to the Executive Board. Each Committee shall be responsible to meet, to have the autonomy to make decisions concerning their objectives, and be responsible for carrying out those objectives within the oversight of the Executive Board. The finances of all Committees will be within the oversight of the Treasurer of the Executive Board. PPTA maintains an Operating fund and an Advanced Honors Awards Competition (AHAC) fund, both under the control of the Executive Board. In addition, Executive Board duties shall be to transact necessary business, to pass on the plans of the Committee chairpersons, and to present necessary reports at the general meeting of the Association.

Section 5. All Committee chairs shall serve a two-year term in the office and may be reappointed to the same office or be appointed to other offices by the Executive Board.

Section 6. A vacancy occurring in an appointive office shall be filled by a member chosen by the President and approved by the Executive Board.

Section 7. A majority vote of the Executive Board Members is required to approve a measure. A Quorum is ALL of the Executive Board Members.

Section 8. Expenditures over \$5,000 shall be approved by the membership at a general meeting.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Executive Board officers shall be elected for a two-year term, but may, upon re-nomination, be re-elected for consecutive terms.

Section 2. Nomination of officers to be elected shall be made by a Nominating Committee of three members appointed by the Executive Board, at least one of whom shall be a member of the current board. The President shall not be eligible to serve on the Nominating committee. The nominating committee will assist the President in filling Committee Chairpersons.

At a general meeting prior to the election in February or March, the Nominating Committee shall present a slate of nominees. At the Election Meeting, which shall be the third Wednesday in April, nominations from the floor may also be made, providing the nominee is willing to serve.

The Election shall be by ballot. If the Nominating Committee's slate receives no opposition, the President may ask the Secretary to cast the ballot.

Section 3. Installation of officers shall be held at the General meeting in May. The outgoing President shall preside over the installation ceremony.

New officers shall officially assume respective duties at the May General meeting.

Section 4. Should an officer be unable to complete his/her term, he/she shall submit a letter of resignation to the Board. A vacancy occurring in an elective office shall be filled by a member chosen by the President and approved by the Executive Board.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD

Section 1. The President shall preside at all meetings, shall be an ex-officio member of all committees except the Nominating Committee, shall appoint all committees except the Nominating Committee, and shall perform all other duties pertaining to the office. The President shall approve all expenditures.

Section 2. The First Vice-President shall perform the duties of the President in the absence or inability of that officer to act, shall assist the President when called upon, and shall serve as Program Chairman, coordinating the activities of each General meeting.

Section 3. The Second Vice-President shall perform those duties in the absence of the First Vice-President and shall be responsible for PPTA's piano. Duties shall include scheduling of tunings and repairs, maintaining the hydration system on the piano, and the coordination of piano usage by members.

Section 4. The Recording Secretary shall keep the minutes of all meetings of the Executive Board and any General Meetings at which business is transacted and shall perform such other duties as may be assigned. The Recording Secretary will work with the President to produce the monthly "KeyNotes" that are e-mailed to members.

Section 5. The Treasurer shall receive all monies of the Association, shall keep a record of receipts and expenditures, of both Operating and AHAC accounts, and shall at all times be prepared to present a statement of the financial condition of the Association. The Treasurer shall present a statement at the regular monthly Board meeting. The Treasurer's book shall be closed on June 30, (fiscal year from July 1 to June 30). The books may be *periodically audited* by an appointed Auditor approved by the Board. The report of the Auditing Committee shall be made available at a General meeting to the membership.

The Treasurer shall send bills for annual dues by April 30 of the current year, and shall collect dues. If dues are not paid by the date set in Article III, Section 4, a second notice will be given which will include a late fee.

The Treasurer shall also serve as the Budget Chairperson, forming a Budget committee along with the President and any persons appointed by the President. The Budget Committee shall formulate a budget for the organization for the year. The Annual Budget must be prepared annually by March 1, discussed and approved by the Board, and posted (in a password-protected area on) the PPTA website. In addition, the AHAC fund may not be used for general operating expenses.

ARTICLE VII: MEETINGS

Section 1. The regular meetings of the Association shall be held on the third Wednesday of each month from September through May, except January and February, unless otherwise noted.

Section 2. Guests are welcome; however, a fee may be charged depending on the program. Information regarding this will be circulated in Keynotes prior to the meeting.

Section 3. Members shall register on entering each meeting that takes place in person.

Section 4. Special meetings may be called by the Executive Board.

Section 5. One-fifth of the membership shall constitute a quorum. Voting may take place at an in person meeting or via e-mail.

ARTICLE VIII: ADVANCED HONORS AWARDS COMPETITION (AHAC)

Section 1. The AHAC Fund shall be maintained by means of donations and fund-raising, and sustained through its investment income. All distribution from the AHAC Fund shall be approved by Executive Board vote.

Section 2: Monies shall be awarded according to procedures set forth by the AHAC Committee and approved by the Executive Board.

Section 3: Any proposed change to utilize monies from the AHAC Fund must be first voted and agreed upon by the Executive Board, then voted and approved by a simple majority of the general membership.

ARTICLE IX: DISTRIBUTION OF ASSETS

In the event of the dissolution of the Pittsburgh Piano Teachers Association, the net assets of said Association will be donated to an accredited music program in the geographic area of Pittsburgh, PA, upon the recommendation and subsequent approval of the PPTA Executive Board, and also with the approval of a simple majority of the membership.

ARTICLE X: AMENDMENTS

These By-Laws may be amended at any regular meeting of the association by a majority vote of the members present, providing that a notice of the proposed amendment has been submitted at the regular meeting one month prior to the meeting at which it is to be voted upon by the Association.

ARTICLE XI: AFFILIATIONS

The Pittsburgh Piano Teachers Association has the privilege of affiliating with other organizations.

ARTICLE XII: RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall govern the meetings of the Association whenever not inconsistent with these by-laws.

Revised June 9, 2021