

Bylaws

Western and Pacific Regional Conference, PTG

(As amended September 20, 2009 and March 4, 2010)

BYLAWS

(As voted February 18, 2009)

ARTICLE I: Name and Description

- A. The name of this organization shall be the Western and Pacific Regional Conference, PTG, hereinafter referred to as WPRC, a non-profit 501(c) (6) organization under the laws of the State of California.
- B. The WPRC derives its rights and powers from the Bylaws of The Piano Technicians Guild, Inc. (PTG) and shall operate in compliance with all PTG Bylaws, Operations Manual, Codes and Policies.

ARTICLE II: Purpose, Objective, and Governing Principles

A. Purpose

The primary purpose of the WPRC is to increase the effectiveness of the PTG in Regions 6 and 7 by promoting and managing an Annual Conference for the primary purpose of:

- Providing continuing education for piano technicians and fostering the exchange of ideas in the knowledge and skills of the trade;
- Working cooperatively for the improvement and expansion of the Piano Technicians Guild;
- Assisting local PTG chapters.

B. Objective

The Objective of WPRC shall be to support the highest possible standards for piano service and to promote and improve the piano tuning and service industry.

C. Governing Principles

WPRC shall be democratic in its government. Any subject not covered by these Bylaws and Operations Manual shall be handled in accordance with the laws of the State of California, the requirements of Internal Revenue Code nonprofit corporation 501(c)(6) status, and the parliamentary authority designated by these Bylaws.

ARTICLE III: Membership

The WPRC shall be governed by a Board that has as its members:

- A. One representative from each PTG chapter in Regions 6 and 7 who is a franchised PTG member. A member of the executive committee shall not be a chapter representative.
- B. Elected officers of the WPRC (see article VI).
- C. The Regional Vice Presidents of the PTG Regions 6 and 7.

ARTICLE IV: Meetings

- A. The WPRC Board will meet twice yearly, once at the regional conference and once mid-year.
- B. In years when the PTG Annual Conference will be held in the Regions served by the WPRC, the WPRC regional conference may not be held and meetings may be postponed.
- C. The President may call a special session.
 - 1. Notice must be sent to all members of the Board at least 15 days prior to a special session.
 - 2. An agenda stating items to be discussed must be included with the notice.
- D. Meetings may be conducted by conference call, by e-mail, or other similar means approved by the executive committee.

ARTICLE V: Voting

- A. A quorum is defined as 25% of the voting members of the Board.
- B. Each chapter representative shall have one vote.
- C. The President, Conference Coordinator, Secretary, Treasurer, and Information Manager shall each have one vote. The PTG Regional Vice Presidents from Regions 6 and 7 shall each have one vote.
- D. A vote may be conducted by mail, e-mail, or other means, as the executive committee deems appropriate.

ARTICLE VI: Officers

The executive committee shall be comprised of the elected officers -- President, Conference Coordinator, Secretary, Treasurer, and Information Manager.

SECTION 1: Qualifications, Terms, and Duties

- A. President
 - 1. Qualifications:
 - a. Be a franchised member of the Piano Technicians Guild.
 - b. Be a member of a chapter in PTG Regions 6 or 7.
 - 2. Term of office shall be two years.
 - 3. Election shall be at the annual meeting in odd-numbered years.
 - 4. Duties consist primarily of being the executive of the WPRC. Duties are presented in detail in the Operations Manual.
- B. Conference Coordinator
 - 1. Qualifications:
 - a. Be a franchised member of the PTG.
 - b. Be a member of a chapter in PTG Regions 6 or 7.
 - 2. Term of office shall be for a period of two years.
 - 3. Election shall be at the annual meeting in even-numbered years.
 - 4. Duties consist primarily of securing the conference event location and serving as an advisor to the Host Chapter Committee. Duties are presented in detail in Operations Manual.
- C. Secretary

1. Qualifications:
 - a. Be a franchised member of the Piano Technicians Guild.
 - b. Be a member of a chapter in PTG Regions 6 or 7.
2. Term of office shall be two years.
3. Election shall be at the annual meeting in even-numbered years.
4. Duties consist primarily of taking minutes at meetings, maintaining records of past minutes, and updating and publishing Bylaws and Operations Manual. Duties are presented in detail in Operations Manual.

D. Treasurer

1. Qualifications:
 - a. Be a franchised member of the Piano Technicians Guild.
 - b. Be a member of a chapter in PTG Regions 6 or 7.
2. Term of office shall be two years.
3. Election shall be at the annual meeting in odd numbered years.
4. Duties consist primarily of maintaining financial records and paying expenses and receiving income for the WPRC. Duties are presented in detail in Operations Manual.
5. Has the authority to open any financial accounts with any financial institution on behalf of the Western and Pacific Regional Conference, PTG. There are to be two signers on all accounts, the current treasurer and the current president. Only one signature is required for transactions.

B. Information Manager

1. Qualifications:
 - a. Be a member of a chapter in PTG Regions 6 or 7.
2. Term of office shall be two years, or other at the discretion of the President
3. Duties consist of managing all electronic/technical information. Duties are presented in detail in Operations Manual.

SECTION 2: Officers – Nomination, Election, and Removal/Replacement

- A. The Board will elect officers at the meeting held during the Annual Conference.
- B. The Nominating Committee will make recommendations for candidates for officer positions (See Article VII, C. 1: Nominating Committee).
- C. Additional nominations for any officer position may be made from the floor.
- D. All elections shall be by ballot except where there is only one nominee for an office, in which case the election may be made by a show of hands.
- E. All Officers shall assume office at the conclusion of the conference at which they are elected and shall hold office for a two-year term.
- F. The Treasurer shall assume office at the conclusion of the conference at which he/she is elected, however shall work with the outgoing Treasurer until all financial records for the conference are completed. The outgoing Treasurer is responsible for producing final financial records for the conference.
- G. Vacancies in elected positions will be filled by appointment of the President until such time as the next regularly scheduled election to fill the position.
- H. If there is a vacancy in the office of President it shall be filled by the Conference Coordinator

until a special session can be called to elect a new president.

- J. The Board may vote to remove and/or replace any officer at any time, however a 2/3 vote is required.

ARTICLE VII: Committees

- A. WPRC shall have the following standing committees:
 - 1. Nominating Committee
 - 2. Bylaws Committee
 - 3. Awards Committee
- B. All committees shall be composed of at least two members, exclusive of ex-officio members.
- C. Charges
 - 1. Nominating committee:
 - a. Will be elected by the Board at the annual meeting.
 - b. Will solicit nominations for one or more candidates for each of the elected positions of President, Secretary, Treasurer, Information Manager and Conference Coordinator.
 - c. Will consult with the nominees to ascertain their willingness and eligibility to serve.
 - d. Will include final committee recommendations for all positions in the Notice of Meeting and Agenda for the annual meeting.
 - 2. Bylaws Committee:
 - a. Will be elected by the Board at the annual meeting.
 - b. Will review the bylaws and Operations Manual of WPRC yearly and propose amendments, as appropriate, to the Board.
 - c. Will consult with any member or members wishing to amend the bylaws and present proposed amendments to the Executive Committee and then to the Board at the next meeting along with the committee's recommendations and justifications to adopt or reject. Proposed amendments must be submitted to the Bylaws Committee no later 30 days prior to meeting at which they will be considered.
 - d. Will submit all recommendations with supporting documentation to the Secretary in a timely manner (per Article X, Section 1, A.) in order to be included on the meeting agenda.
 - 3. Awards Committee
 - a. Will be elected by the Board at the annual meeting.
 - b. Will solicit nominations for all awards to be presented at the Annual Conference.
 - c. The chair of the Awards Committee will submit the name of the recipient(s) and provide that information along with a biography of the recipient(s) to the President prior to the Annual Conference and in enough time to have the award produced

ARTICLE VIII: The WPRC Annual Conference

SECTION 1: Description

- A. The Annual Conference shall be presented preferably in the month of March.
- B. The main focus of the Annual Conference shall be in presenting a high quality technical program for attendees at all levels of instruction.

SECTION 2: Host Chapter

The Host Chapter will be selected from among the chapters submitting a request based on the following:

- A. The chapter shall be in PTG Regions 6 or 7.
- B. The host chapter does not have to be located in the area of the conference location.
- C. A chapter desiring to host a conference should submit a request to the Board at the annual meeting at least 3 years prior to the conference date.
- D. Chapters requesting to host a conference will use satisfactory meeting facilities as determined by the Executive Committee.
- E. In the case of multiple requests from the same area, the chapter which has not hosted a conference in the greatest time will be considered first.
- F. The Board has full discretion of selection of the host chapter(s) to ensure a successful event.

SECTION 3: Site Selection

- A. The location of the Regional Conference will be selected based on:
 - 1. The quality of available hotels and other factors as outlined in the Conference Manual
 - 2. Input from the host chapter
 - 3. Recommendation of the Conference Coordinator
- B. All site selections will be decided upon by a vote of the Board at the annual or mid year meeting.

SECTION 4: Distribution of Proceeds

(It was decided at the meeting in Burbank, California on February 18, 2009, when these bylaws were established, that the subject “distribution of proceeds” needs further study before this section can be written.)

ARTICLE IX: Finance

- A. Financial records shall be kept according to generally accepted accounting principles.
- B. The fiscal year of this organization shall be July 1 through June 30.
- C. It is encouraged to have an outside CPA audit financial WPRC every two years. The Executive Committee shall appoint the auditor.
- D. The President and Treasurer shall be signers of signature card(s) at financial institutions. Other signers may be added by vote of the Board. Only one check signature required.

ARTICLE X: Amendments

SECTION 1: Bylaws

- A. Proposed amendments must be submitted to the WPRC Secretary in writing at least 21 days before the meeting at which they are to be considered.
- B. Proposed amendments and supporting documentation must be sent by the Secretary to members of the WPRC Board so as to arrive at least 15 days before the meeting.
- C. Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote in person, or by mail or by other means approved by the Board, provided that no amendment shall be adopted unless a copy of such proposed amendment and supporting documentation has been included with the 15 days' notice of such meeting.
- D. If notice of a proposed amendment does not meet the above requirements, a two-thirds (2/3) vote of the Board in favor of considering the amendment shall be required before it may be placed on the floor for debate and vote. A three-fourths (3/4) vote shall be required for adoption.

SECTION 2: Operations Manual

- 1. The Operations Manual contains information that may be applied as appropriate. The Operations Manual and does not have force of law, as would a set of regulations.
- 2. The executive committee shall be responsible for maintaining the operations manual, and may amend it as it sees fit.
- 3. Operations Manual may be amended at any Board meeting by a majority vote.

ARTICLE XI: Parliamentary Authority

The most recent edition of *Roberts Rules of Order* shall be followed in all cases not specifically covered in these Bylaws, Operations Manual or other documents of the WPRC.

ARTICLE XII: Dissolution

In the event of dissolution of the WPRC, assets shall be distributed as follows:

- A. All liabilities and obligations shall be paid or satisfied or adequate provision shall be made therefore.
- B. Any assets belonging to members or others shall be returned or conveyed, if the assets are held under such requirement.
- C. Any remaining assets that are not in the form of cash or cash equivalents shall be sold, or converted to cash.
- D. Remaining (cash) assets shall be conveyed to the chapters in PTG Regions 6 and 7 in direct proportion to membership as of the date of dissolution.

Operations Manual

Western and Pacific Regional Conference, PTG

(As revised March 3, 2010

July 12, 2011

February 2, 2012)

Operations Manual

This document is non-binding

ARTICLE I: Bank Accounts

- A. All bank accounts shall be opened by the Treasurer under the name "Western and Pacific Regional Conference" using the Federal Employer Identification Number (FEIN) issued to the organization.
- B. All bank accounts shall include the President and Treasurer as signers.
- C. All WPRC funds shall be fully insured by the FDIC or other similar program unless otherwise allowed through vote of the Board.

ARTICLE II: Payments to Board Officers and Members of the Host Chapter Committee

- A. Compensation
 - 1. No elected officer or Board member shall receive salary or other direct compensation for services rendered.
 - 2. The Conference Director may receive compensation from the WPRC. The Board shall determine such compensation annually.
 - 3. The Institute Director may receive compensation from the WPRC. The Board shall determine such compensation annually.
 - 4. The Host Chapter and WPRC will divide conference profits 50/50 up to \$6000. Profits above \$6000 go into WPRC General Fund.
- B. Travel Expenses
 - 1. Officers may be reimbursed for travel expenses to the annual meeting and mid-year meeting; this would include one night lodging for the mid-year meeting and one night lodging for the annual meeting. Airfare will be reimbursed at the 21-day, advance purchase, coach rate.
 - 2. Auto travel will be reimbursed per mile at the prevailing rate set by the Internal Revenue Service, but shall not exceed the 21-day, advance purchase, airline coach rate.
 - 3. To receive reimbursement, officers must submit a written request with original receipts for all expenditures.
 - 4. Any elected officer who plans to travel at WPRC expense (other than to the annual or biannual meetings) must first get approval from the WPRC President and Treasurer.
- C. Other payments to other individuals

By a majority vote the Board may designate funds as payment of compensation to other individuals as it deems appropriate, keeping in mind the non-profit status, purpose, and objective of the organization.

ARTICLE III: Duties of the Members of the Executive Committee

- A. Duties of the President

1. Preside over all official WPRC meetings.
2. With the Conference Coordinator, negotiate and sign all facility contracts for the WPRC Annual Conference. Both the Board President and the Conference Coordinator shall sign a facility contract.
3. Expedite the application of the WPRC Bylaws and Operations Manual.
4. Serve as ex-officio member of all committees except the Nominating Committee.
5. Appoint ad hoc committees.
6. Appoint, as needed, an assistant to the Conference Coordinator who resides in the area of the upcoming conference to advise the chapter host committee.
7. Maintain a file containing the minutes of all meetings, the fiscal year reports and current conference documents including meeting site contracts and other relevant material.
8. Work with the Treasurer to prepare an annual budget, approve expenditures, and review monthly financial reports.
9. Approve all meeting agendas and work with the Secretary to notify all chapter presidents in Regions 6 and 7 of upcoming meetings.

B. Duties of the Conference Coordinator

1. Serve as liaison to the Host Chapter and represent the interest of the WPRC Board.
2. Submit all forms to the PTG in a timely manner in order to secure approval for conference dates from the PTG Board.
3. With the Board President, negotiate and sign all facility contracts for the Annual Conference. Both the Conference Coordinator and the Board President shall sign a facility contract.
4. Work with the Host Chapter and WPRC Treasurer to prepare a budget to be presented to the Board for approval at least one year in advance of the Annual Conference.
5. Attend all WPRC meetings and give a full report on activities.
6. Maintain, update and distribute the Conference manual as needed.
7. Assist the President in the discharge of presidential duties; in the absence or disability of the President shall perform the duties of president.
8. Serve as the liaison to the Host Chapter to:
 - a. Represent the interest of the WPRC.
 - b. Ensure that the priorities and directives set by the Board are carried out during the conference planning process.
 - c. Provide information and resources to the Host Chapter as needed during the Conference planning process.
 - d. Provide for the needs of the Host Chapter prior to and during facility contract negotiations.
 - e. Ensure that the Host Chapter is following the Conference Planning Timeline.
9. Compile, organize and maintain files on past and prospective conference sites.
10. Update and distribute the Conference Manual and Conference Planning Timeline as needed.

C. Duties of the Secretary

1. Take minutes at all official WPRC meetings.
2. Read minutes of last meeting and obtain approval of minutes for the record.
3. Maintain files of all official Minutes of past meetings, making them available to WPRC members upon request.

4. Maintain up-to-date backups of computerized records.
5. Update Bylaws and Operations Manual when amended.
6. Publish updated Bylaws and Operations Manual as necessary.
7. Serve as ex-officio member of the Bylaws Committee.

D. Duties of the Treasurer

1. Pay expenses and receive income for the WPRC.
2. Maintain records of financial transactions of the WPRC in accordance with generally accepted accounting practices.
 - a. Prepare and have available monthly and yearly financial statements for WPRC.
 - b. Maintain relationships with financial institutions, including credit card account, checking account, and investment accounts.
 - c. Maintain up-to-date records of expenses, accounts receivable and attendance specifically related to upcoming WPRC Conference
 - 1) Ongoing conference financial standing related to conference budget
 - 2) Conference registration
 - 3) Exhibitor booth fees
 - 4) Any and all other categories of conference receipts and accounts receivable
 - 5) Monthly bank statements
 - 6) Copies of deposits and checks
 - 7) Copies of invoices, requisition forms and receipts.
3. Provide a financial report at all WPRC meetings including but not limited to:
 - a. WPRC financial status.
 - b. The financial status of the current Annual Conference.
4. Work with the Host Chapter and WPRC Conference Coordinator to prepare a budget to be presented to the Board for approval at least one year in advance of the Annual Conference.
5. Open and maintain banking account(s) as required by the WPRC
 - a. Be the primary signer on accounts
 - b. Open banking accounts with President as co-signer
6. Recommend, track and maintain investments as approved by the WPRC including selecting a financial institution in which to place all funds.
7. Offer financial advice to Host Chapter Committee with respect to Annual Conference.
8. Tax Returns
 - a. Provide records to CPA as necessary to file annual nonprofit returns.
 - b. File federal, state and local nonprofit returns as required.
 - c. Maintain the following documents:
 - 1) Federal and state returns, and related correspondence
 - 2) Documentation related to the organization's nonprofit status.
 - 3) Documentation related to federal and state tax identification numbers.
 - 4) Sales tax exemption applications and certificates for all states represented by the WPRC.
 - 5) Documentation of registered agent(s) for the corporation.
 - 6) Articles of Incorporation, if applicable.
 - 7) Documentation related to financial institutions that hold WPRC banking and investment accounts.
9. Maintain up-to-date backups of computerized records.
10. Properly dispose of documents as determined by the WPRC and in compliance with federal, state and local guidelines.

E. Duties of the Information Manager*

1. Present a report at all official WPRC meetings.
2. Maintain WPRC web site(s):
 - a. Secure and manage volunteer help maintaining web site as determined by the Executive Committee.
 - b. Work with the WPRC Treasurer to establish online payment processing including contracting with a financial institution for this purpose.
3. Track performance of website and make recommendations to the Executive Committee for improvements in:
 - a. Performance
 - b. Appearance
 - c. Navigation
 - d. Security.
4. Enforce web-page submission guidelines and recommend improvements to the Board.
5. Assist the Treasurer with on-line banking

*A job description of the new position of Information Manager is in the appended to this document.

F. Duties of members of the executive board

1. By being elected agree to perform all duties listed in Bylaws and Operations Manual, and make every reasonable effort to attend all meetings.
2. As an outgoing elected officer pass on to his/her replacement Bylaws, Operations Manual, and all other documents maintained according to duties.

ARTICLE V: Annual Conference

SECTION 1: Duties of Conference Board Officers Managing an Annual Conference

A. WPRC President

1. Is the public face of the WPRC Annual Conference.
2. Has the authority to resolve any issue that cannot be resolved at a lower level.
3. Will not do any of the work assigned to others.
4. Represents, along with the Conference Coordinator, the WPRC to the hotel and to any other parties where their standing in the organization is required or appropriate.

B. Conference Coordinator

1. Functions as the primary contact with the hotel, and shall negotiate any amendment to the hotel contract, such as adjusting room blocks, assigning comp rooms, or determining final banquet meal count or other matter requiring a signature or standing as a contractual party.
2. Advises and works closely with the Conference Director and the Institute Director.

C. Treasurer

1. Maintains up to date records of receipts, expenses, and attendance.
2. Supplies registrant information to the Registration Committee Chair to print badges.

3. Assists in the registration booth, receives registrations, and prints badges/receipts for walk-in registrants.

D. Secretary

1. The Secretary will maintain and have available on the WPRC web page up to date documents used year to year by the conference, including:
 - a. WPRC Bylaws and Operations Manual
 - b. Registration forms and letters
 - 1) Conference attendance registration form
 - 2) Instructor invitational letter, consent to serve form, form for reimbursement of expenses at conference, form for stating classroom configuration and AV
 - 3) Exhibitor contract for purchasing booths in exhibit hall
 - c. Manuals
 - 1) Conference Manual
 - 2) Conference Time-Line
 - 3) Past mailing brochures and registrants' manuals

E. Information Manager

1. Maintains the WPRC web page.
 - a. Conference contact information
 - 1) Conference staff – esp. President, Conference Director, Institute Director, and Exhibit Hall Director
 - 2) Hotel, including information for hotel registration, address with map, and travel directions
 - b. Conference Schedule
 - 1) Overall conference schedule of events
 - 2) Class schedule as available
 - c. Instructors and classes
 - d. Exhibitors
2. Works with Advertising Director to create home page and promotional on-line advertising for the upcoming conference.
3. Maintains on-line registration for both conference registration and exhibitor booth rental, with credit card payment.
3. Works with Treasurer to maintain records of registrant and exhibitor registration.
4. Controls password access to web pages as needed.

SECTION 2: Duties of Conference Positions Appointed by the Board President

A. Advertising Director

1. Creates promotional web page with Information Manager.
2. Creates, prints, and mails the advertising brochure and other promotional items such as the 1/3 sheet flier to insert with invoices from Schaff and Renner.
3. Solicits paid ads for the mailing brochure and the registrant's manual.
4. Creates and prints the registrant's manual that contains conference schedule, exhibit hall schedule, class schedule, class descriptions, instructor bios, and a list exhibitors with their contact information.

SECTION 3: Duties of Conference Positions Held by Members of the Host Chapter

The Conference Director, Institute Director, Exhibit Hall Director, AV Director, Host, and supporting staff shall be known as the Host Chapter Committee.

A. Conference Director

1. Is preferably a member of the host chapter selected by the host chapter, however may be a member of another chapter from Regions 6 and 7 who is appointed by the Board President.
2. Supervises the host chapter conference committee, chairs conference committee meetings, and guides Host Chapter Committee members.
3. Works with the WPRC Conference Coordinator to select a conference site for recommendation to the Board, and is responsible for communicating the Host Chapter's needs and preferences to the Conference Coordinator during the contract negotiation process.
4. Is encouraged, along with Institute Director, to attend the Annual PTG Conference and Institute just prior to the Annual Conference that they are hosting. Travel expenses and hotel lodging up to \$750 will be reimbursed by WPRC. Expenses will be reimbursed at the same rate as for elected officers (see Article II, Section B.).
5. The Host Chapter Conference Director and the WPRC Conference Coordinator will maintain active and full communication during conference planning, occurrence, and wrap-up.
6. The Host Chapter Conference Director will plan, execute and wrap-up the Annual Conference using the guidelines, procedures and forms outlined in the Conference Manual.

B. Institute Director

1. Is preferably a member of the host chapter selected by the host chapter, however may be a member of another chapter from Regions 6 and 7 who is appointed by the Board President.
2. Is encouraged, along with the Host Chapter Conference Director, to attend the Annual PTG Conference and Institute just prior to the Annual Conference that they are hosting. Travel expenses and hotel lodging up to \$750 will be reimbursed by WPRC. Expenses will be reimbursed at the same rate as for elected officers (see Article II, Section B.).
3. Will contact available instructors to determine willingness to teach and classes they wish to present, select and invite instructors to teach, generate a class schedule, provide hotel with classroom setup and AV schedule, and determine AV requirements and pass them on to AV.
4. Oversees the institute during the conference.

C. Exhibit Hall Director

1. Is preferably a member of the host chapter selected by the host chapter, however may be a member of another chapter from Regions 6 and 7 who is appointed by the Board President.
2. Solicits exhibitors, handles associated paperwork or on-line communication, maps out exhibit hall and assigns booth locations, and is responsible for the exhibit hall during the conference.
3. Deals with the hotel as needed with respect to the exhibit hall.
4. Works with Conference Coordinator to secure web hookup in exhibit hall if it is not already in the hotel contract.
5. Supervises the moving in and out of equipment by exhibitors.

D. Registration Committee Chair

1. Is selected by the host chapter from among its own members.
2. Oversees a committee drawn from host chapter and/or from nearby chapters that will assemble registration materials and staff the registration booth at the conference.
3. Acquires printing stock for badges and using list of conference attendees acquired from Treasurer prints the badge-receipt form.

E. AV Director

1. Is preferably a member of the host chapter selected by the host chapter, however may be a member of another chapter from Regions 6 and 7 who is appointed by the Board President.
2. Receives the AV list and class schedule from Institute Director, acquire necessary AV equipment by either renting from a bonded vendor or borrowing from members the AV equipment, and will be responsible for placing equipment in classrooms on schedule, maintaining it during the conference, and returning it to its owners after the conference.

F. Host

1. Is selected by the host chapter from among its members.
2. Is responsible for making our guests welcome, for instance arranging for goodie baskets to be placed in instructors hotel rooms, providing refreshments for staff, running events for auxiliary if any, providing information about local restaurants to insert in registration packet, providing a local information flier to insert in registration packet.

SECTION 4: Policies for Setting Attendee Registration Fees, Granting Complimentary Registrations for Attendees

- A. The WPRC Board shall determine registration fees annually.
- B. Complimentary registrations may be offered upon request. The Conference Director shall make decisions regarding complimentary registrations and the inclusion of a complimentary banquet meal.

SECTION 5: Policies for Complimentary Registrations and Honorariums for Institute Instructors

- A. Sponsored Instructors:
 1. Will receive one complimentary registration.
 2. Will not receive reimbursement for travel or lodging.
 3. By a vote of the Board may receive a banquet meal with registration.
- B. Non-sponsored instructors:
 1. Receive one complimentary registration including a banquet meal.
 2. By a vote of the Board may receive a per diem, travel expenses, hotel room(s), and direct expenses of classes paid during the conference.
- C. Honorariums shall not be paid to instructors unless approved by the Board.

SECTION 6: Policies for Setting Exhibitor Booth Rental Rate, Granting Complimentary Registrations for Exhibitors

- A. Exhibitors at conferences will pay a booth space rental rate as set by the Executive Board for each booth space rented.
- B. The WPRC Board shall determine the exhibitor booth rental fee annually.

- C. One complimentary registration including a banquet meal will be given for each booth space rented. The Host Chapter may provide additional "courtesy badges" as needed for extra exhibit personnel. Courtesy badges only give access to the exhibit hall.

SECTION 7: Policy for Complimentary Registrations for PTG Officers

Complimentary registrations (including admission to all technical classes, exhibit area and all meals) will be made available to the following:

- A. PTG Executive Committee
- B. PTG Home Office Staff
- C. PTG Regional Vice Presidents from Regions 6 and 7.

SECTION 8: Maintaining Records

- A. All financial transactions shall be recorded using a computerized accounting system approved by the Executive Committee.
- B. During conference planning, occurrence and wrap-up, Host Chapter Committee members will send copies of all forms, form letters and meeting minutes to the Conference Coordinator.
- C. At the close of each year's conference, the Host Chapter Committee will begin its wrap-up. Within 60 days, the Host Chapter will submit the following.
 - 1. Conference Materials. The Host Chapter will gather samples of all materials, pamphlets and anything else that might be helpful, and pass them on to the Secretary and to the following year's Host Chapter Conference Director.
 - 2. Final Reports. The Host Chapter Conference Director, Institute Director, Exhibit Hall Director, and Advertising Director will each write a report summarizing their conference experience. These reports will be submitted to the Conference Coordinator. Forms and formats for these reports are in the Conference Manual.
 - 3. The Host Chapter Conference Director will give a final report at the Mid-year Meeting following the conference. The report should include an overall summary of the conference. Written copies shall be provided to the WPRC Board at the meeting.

SECTION 9: Certification Exams

PTG tuning and technical exams for Registered Piano Technician may be given during the WPRC conference. Arrangements are to be made with the Exam and Test Standards Committee of PTG. Funding for examiner compensation, examiner expenses, meeting space rent at conference facility, piano moving, all expenses associated with doing a master tuning(s), cost to move/ship equipment for technical exam, and any and all other expenses attributable to giving exams, shall be borne by PTG and not by the WPRC. On the basis of firm written commitment on the part of PTG to provide such funding, the WPRC may provide for and schedule PTG tuning and technical exams.

ARTICLE V: Other Policies

SECTION 1: Meetings

- A. The mid-year meeting will be on the 4th Sunday of the month of September unless otherwise scheduled by the Executive Committee, and should be held at the site of the upcoming conference whenever possible.
- B. The annual meeting shall be held during and at the site of the Annual Conference. It is preferred that the annual meeting be held on the day before the first day of classes.

SECTION 2: Insurance

The WPRC Board will maintain liability insurance to cover the Annual Conference. The cost of this insurance shall be included as a line item in the conference budget.

Appendix

Anaheim Proposal

Voted in Anaheim, California, on June 10, 2008 by representatives from PTG
Regions 6 and 7

MOTION: Create the Western North American Conference Board PTG.

The Western North American Conference Board PTG will be made up of one representative from each of the local chapters in regions 6 and 7 of the PTG. The purpose of the Western North American Conference Board PTG will be to plan and host a piano technician's educational conference to be held annually in Western North America.

A majority vote of 51% of the assembled PTG members at a joint meeting of Regions 6 and 7 held in Anaheim California on June 19, 2008, is required to pass this motion.

Timeline and procedure for implementation of the Western North American Conference Board PTG;

1. At the joint session of Regions 6 and 7 held in Anaheim CA, on June 19, 2008, the assembled PTG members will elect a Bylaws and Regulations Creation Committee of 6 which is to be comprised of 3 members each from Regions 6 and 7.
2. The Bylaws and Regulations Creation Committee will meet and confer via email, telephone and fax to create a set of Bylaws and Regulations for the Western North American Conference Board PTG based on the Guidelines (see attached Guidelines) adopted by the joint session of Regions 6 and 7 at the June 19, 2008 Anaheim meeting.
3. The first meeting of the Western North American Conference Board PTG will be held on February 18, 2009 in Burbank, CA. At that meeting, The Bylaws and Regulations Creation Committee will present a set of Bylaws and Regulations governing the operation of the Western North American Conference Board PTG. The members of the Western North American Conference Board PTG can change, reject or accept the Bylaws and Regulations by a majority vote of 51% of the delegates. Each sanctioned delegate will have one vote.
4. Once a set of Bylaws and Regulations has been approved and accepted, the Bylaws and Regulations Creation Committee will disband. The Western North American Conference Board PTG will then proceed to elect such officers of the Executive Board as required by the Bylaws and Regulations.
5. The Executive Board will then implement the directives of the Bylaws and Regulations.

The New Position of Information Manager

The importance of the, newly created position of Information Manager to the success of the Annual Conference can not be stressed emphatically enough. Computers and electronic communication are becoming an ever-increasing part of the fabric of our Annual Conference efforts and we need to have someone who is expert in this area. We want to have someone present options and be able to explain, to the technically challenged among us, how to maximize our message. We need someone who "speaks the language" on our side.

Web design, graphic design, database information, email formats: are all facts of life that are way beyond the skill of the average computer novice. Consequently, the Regional Board is going to be

faced with hiring and outsourcing these important jobs that used to be handled by “someone in our chapter who is pretty good with computers”. We want our efforts seen as professional and so must consult with professional computer people just as we trust that our clients will consult us (professional piano technicians) when they need something done to their piano.

The Information Manager will fulfill this requirement.

Once the New RCO is created, the first act of the new President should be to appoint an Information Manager. At that point the IM can begin to obtain bids for the creation of a graphic/logo/design/scheme, creation of a web site and creation of a registration database system. Once the board approves the expenditures for this work, it is the IM who will oversee all work and subject to the Regional Board give the final approval of all work. The IM will guide the professionals through the requested work making sure that all of our needs are met while staying within budget.

Once the logo has been created, the web site is up and running and the on-line registration system is operative, the job of the IM will be one of maintenance and oversight. The IM should never be required to write copy or create a graphic layout, for example. That will be a job for the Advertising Director.

JOB DESCRIPTION

- Be hands-on familiar with the following web related coding practices. While it is desirable, but not mandatory, that this person be capable of hand coding in each of the following, the need for actually doing so should be limited: HTML, CSS, PHP and/or ASP, MySQL.
- Have a clear understanding of the concepts of relational databases, online forms and input error checking.
- Have a working knowledge of Photoshop and Illustrator, or equivalent, and be able to assist in graphic design and layout concepts if required.
- Know both MS Word and MS Excel and be able to communicate effectively.
- Work with the Advertising Director to see that all hard print ads, bulletins, handouts etc. are in the right format and sent to the printer on time. Since the IM is the ONLY one who will converse with the printer the IM must have an understanding of the requirements for print.
- Work with the Advertising Director to secure all web-site information and pass it on to the web-designer. The IM is the ONLY one who will talk to the web person. The IM will work with the Advertising Director to correct, approve and edit all content.
- Be the conduit for all information to go on the web from the Host Committee. The IM, working with the Conference Committee, will approve this information and subsequently pass it on to the web person/printer when it is in its finalized and approved form.
- Oversee the conference database and provide access to reports as required for use by the Regional Board. The IM and the Treasurer will work together in monitoring and collecting registration data and credit card billing information. Since there are frequently date dependent price changes and limits on class size, the IM will be responsible for making sure the web site is updated in a timely manner when required.

