

ETSC as directed by the Board

This is a major revision of all By-Laws and Regulations concerning PTG exams. It serves two purposes:

1. Simplify and rationalize the structure of the by-laws in accordance with recommendations from several professional Parliamentarians at past Council meetings. Professional Parliamentarians generally find our by-laws very difficult to work with, because they are clogged with too much detail and too many minutiae that don't belong in by-laws.
2. Establish a source of funding for enabling expansion of RPT testing to underserved geographic areas.

BY-LAWS SIMPLIFICATION:

The By-Laws ARTICLE III - APPLICATION AND EXAMINATION was completely rewritten. This article as rewritten contains:

- a. Basic definitions
- b. Purpose of exams
- c. Only those mandates that must be safeguarded from change by a 2/3 majority. Everything else was moved to Regulations.

The REGULATIONS: ARTICLE V - THE RPT EXAMS was reorganized as follows:

- a. Material removed from the By-laws was moved here and some duplication of text was eliminated. Some text was clarified.
- b. Lengthy, detailed protocols of concern only to examiners were moved to a newly created Exam Policy Manual (see below). The Regulations merely mandate that such protocols exist and give general guidelines as to what they might entail.
- c. New texts were written to put into effect the second part of this proposal.

An EXAM POLICY MANUAL was created, to contain lengthy and detailed protocols, processes and procedures. This is modeled on a similar document used by the Ethics committee to guide the way it conducts business. This manual now contains:

- a. CTE and TEC certification and recertification protocols
- b. Detailed recordkeeping requirements
- c. Details regarding the handling of exam fees.

FUNDING for EXAM EXPANSION:

At the same time as complaints are heard as to the small number of Associates attempting exams we also get complaints from Associates who wish to take exams - but have no reasonable access to exam facilities. Exams at conventions typically get overbooked, examiners at conventions get overworked - and exam quality suffers while convention organizers take a financial loss on exams which some cannot afford. While some small areas of the US and Canada - mostly on the more urbanized coasts - are blessed with the demographics that can maintain self-supporting exam programs (chapters or Exam Boards) many areas - mostly in mid and towards the South of the continent - are too sparsely populated to be able to do so effectively. Available exams and examiners are few and far between. There are cases where chapters do not have the means to acquire exam equipment or subsidize the expense of training examiners (mostly travel). Some RPTs have come for examiner training at their own expense. Some - in areas with many potential examinees - have been held back by lack of means to do so.

To date the PTG has periodically increased exam fees with the hope that if sufficient income could be derived from administering exams, more chapters would develop exam programs and spend the necessary funds. This has not worked on a wide enough scale. While a handful of busy programs build up surpluses, many exam programs have yet to amortize their initial investment.

The obvious solution to all this is to offer help to those areas from PTG resources. But should the entire membership have to subsidize these exams through their dues? The preferred solution is to make exam development self-supporting - by increasing the exam fees and appropriating the resulting added income for Exam Development. These moneys could be disbursed to exam programs needing help with equipment or examiner training or excessive examiner expenses (as is often the case in rural areas). Help could also be offered to start-up programs where chapter resources are insufficient for acquisition of equipment or examiner training. Examiners could be dispatched to chapters where there are exam candidates and no exam program (there are examiners who are willing to travel to give exams). Subsidies could be offered to exams at State and Regional conventions to defray the deficits typical of such exams.

Judging by 2007 exam numbers, a test fee increase to \$180 would generate about \$18,500 per year. An increase to \$150 would generate \$12,300 and an increase to \$120 would yield about \$6200.

To make this possible, the manner of paying exam fees would change. The fee would now be paid to the Home Office - and the Home Office will disburse the part of the fee that belongs to the test sponsor - Chapter, Exam Board or Convention - when proper documentation of the exam is sent in. Provisions are made for last-minute fee payment. Exam fees would be handled the same way as dues or application fees. This would make credit card use or eventual Internet fee payment possible. It would also allow an examinee to pay the fee, get a voucher - and then pick where the most convenient exam site might be.

This change is mandated in the proposed By-Laws II-B-6 and rules governing it are therefore written in the proposed Regulations. A definition of Exam Sponsor (hitherto a gray area) is supplied that prevents exam fees from being used for purposes other than PTG and PTG chapter exam needs. A detailed protocol regarding exam fee collection and disbursement is written into the Exam Policy Manual. One more item is added to REGULATIONS: ARTICLE II COMMITTEES: section B- Standing Committees : paragraph 8 - Examinations and Test Standards to provide a mechanism for disbursing these funds.