

**PIANO TECHNICIANS GUILD
FOUNDATION**

POLICIES

Amended June 2008

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**PIANO TECHNICIANS GUILD FOUNDATION
POLICIES**

(Revised June, 2008)

I. OFFICERS/DIRECTORS

- A. PTG Executive Director is to be sure all Foundation officers are indemnified. [7/83]
- B. Office of Secretary and Treasurer to be combined into one office of Secretary-Treasurer. [7/96]

II. DONATIONS

- A. All Foundation Contributors are to be listed in the *Journal* as follows:
 - Friend – Single donation up to \$34 [1/07]
 - Supporter – Single donation of at least the specified amount of \$35. [1/98, 7/01, 1/07]
 - Patron – Single donation of at least \$50 [1/07]
 - Sponsor – Single donation of at least \$100 [1/07]
 - (Pledges of \$10 per month for one year will also be considered a \$100 Sponsor) [7/86, 7/87, 1/07]
 - Benefactor – Single donation of at least the specified amount of \$250. [7/06, 1/07]
 - Corporate – Single donation of at least the specified amount of \$500. [7/06, 1/07]

III. COMMITTEES

The President to appoint all committees and notify the Board. [6/05]

- A. **BYLAWS** – The Bylaws Committee shall review the Bylaws and recommend amendments when applicable. The Committee shall also be available to counsel any Board member wishing to amend the Bylaws. All amendments shall be presented to the Board as outlined in Bylaws Article IX. [7/04]
- B. **MUSEUM ACQUISITION** – The Museum Acquisition Committee shall be responsible for approving the acceptance of all items that are to be donated or loaned to the PTGF Museum. The Committee shall also be responsible for maintenance of the Piano Registry. [7/04]
- C. **PUBLICATIONS** – The Publications Committee shall seek out and review manuscripts or previously published works for publication by the Foundation. After extensive review, the Committee shall present recommendations to the Foundation Board for approval. [7/04]
- E. **RESEARCH GRANT** – The Research Grant Committee shall follow the established guidelines in providing small grants, not to exceed \$500, to support research in piano technology. The Committee shall submit such grants to the Board for approval and publicize the grants in the *Journal*. [7/04]
- F. **FUNDRAISING** – The Fundraising Committee shall research and recommend ideas to help raise funds for the Foundation. All fundraising projects shall first be approved by the Board of Directors. [6/04]
- G. **DISASTER RELIEF** – The Piano Technicians Guild Foundation shall establish, maintain, and oversee a fund whose purpose is to provide aid to *Piano Technician Guild* members in good standing who suffer loss resulting from natural disasters and other events beyond their control.

IV. COMMITTEE CHARGES

- A. MUSEUM

1. The Foundation shall establish, maintain and oversee a library and a museum of artifacts relating to piano technology at the PTG Office building in Kansas City, KS. [7/00, 7/04]
2. Items presented for donation to the PTGF Museum, other than money, shall be approved for acceptance of ownership of the donation or acceptance of items on loan to the PTGF Museum by the Museum Acquisition Committee which will consist of no fewer than two members of the PTG Foundation Board to be appointed annually. [7/00, 7/01, 7/03]
3. If the items are accepted, the Committee shall complete a Museum Donation/Loan Authorization form for each item. The completed, signed forms will be kept on file at the Home Office. Any items not accepted shall be returned as soon as possible at the expense of the Foundation with a letter explaining such. [7/04]

B. PUBLICATION GUIDELINES

The Piano Technicians Guild Foundation (PTGF) is formed to support the goals of PTG by preserving and displaying historical materials and providing scholarships and grants for performance, study and research.

Our publication goal: *(what topics, type of materials, research, etc. that PTGF prefers to publish. Example: to provide opportunities for the publication and distribution of works related to the science and history of piano technology.)*

1. PUBLICATION PROCESS

- a. Submit a detailed proposal package to the President of the PTGF containing:
 - A cover letter explaining the content of your manuscript and how it relates to piano technology.
 - Information about the publication including its purpose, a table of contents, an outline or chapter-by-chapter description, estimated page length and date of completion.
 - At least one completed chapter of the proposed publication. A copy of the completed manuscript is preferred.
 - Any other information that would be helpful (i.e. illustrations, photos, other resources you plan to include in your publication.)
 - A current author biography or resume.
 - b. Upon receipt, the PTGF President shall forward the proposal package to the members of the PTGF Publications Committee. The Publications Committee shall review the complete package and forward its recommendation to the PTGF President in a timely manner. If the recommendation of the Publications Committee is to proceed, the proposal shall be brought before the PTGF Board of Directors at their annual meeting.
 - c. The author shall be notified of the recommendation of the Publications Committee and subsequent Board vote within 30 days of the Board Meeting. The author may also be asked at this time to submit further information, if needed.
 - d. If the PTGF Board approves the proposal, a contract may be issued. The author will be required to submit a complete draft manuscript (in both hard copy and electronic form) by a specific date if not available at the time of contract signing.
2. A member of the Publications Committee may be assigned to work as a liaison with the author.

3. The Publications Committee shall review the complete manuscript and forward suggestions to the author for revision. In addition to content, reviewers may be assessing the manuscript's style, form, illustrations and other publishing elements. The author will work with his/her liaison regarding the suggestions from the Publications Committee to prepare a final draft.
4. The Publications Committee shall approve the final draft and forward it to the PTG Home Office for publication assuming all parties agree on the final copy. The PTG Home Office shall work with the author and Publications Committee (and other entities as necessary) to choose a cover design and publication format. The author should make sure at this time that any photographs, illustrations, charts, etc. are sent in .jpg or PDF format to the Home Office in separate files. The Home Office shall obtain printing bids and prepare the appropriate electronic files.
5. The printer's proof will be sent to the author. The author should check for accuracy and return the proof to the Home Office within 10 days.
6. Upon Home Office's receipt of the final proof, any changes shall be made and the printing order will be placed.

Additional notes to authors:

- a. *Check all references for completeness and accuracy. The author is responsible for the accuracy of references, quotations, tables and figures.*
- b. *Lengthy quotations (approximately 500 cumulative words or more from one source) and adaptations of tables and figures require written permission from the copyright holder. It is the author's responsibility to obtain written permission and pay any related fees. Any written permission obtained must be submitted with the first draft.*
- c. *Review material carefully before submission. Check for spelling errors and incomplete materials. The PTGF Publishing Committee suggests the use of a style guide like the AP Style Guide, Chicago Manual of Style or the MLA Style Guide. The APA Style Guide is useful for research-oriented publications. Style guides provide help with grammar, punctuation and consistency. [6/06]*

C. SCHOLARSHIPS

1. MTNA SCHOLARSHIP - A \$1,000 scholarship shall be given annually by the Piano Technicians Guild Foundation in the name of the Piano Technicians Guild to a certified teacher who is a member of MTNA for the continued study of piano pedagogy.

Qualifications and selection of the recipient of this scholarship will be determined by MTNA selection process.

2. ASSOCIATE SCHOLARSHIP - An annual scholarship is to be awarded to up to four (4) Associate members of PTG for the purpose of attending the PTG Annual Convention and taking either the tuning or technical exam. The Associate member(s) must have already passed two of the three RPT Exams, one being the Written Exam. The scholarship will cover the convention registration fee and the cost of one RPT exam. [7/00, 7/06]

- a. ASSOCIATE SCHOLARSHIP SELECTION GUIDELINES

- Associate Scholarship applications shall be distributed with the January PTG LeaderLetter.

- The PTG Office must receive applications no later than April 1. No applications will be accepted after the published due date. Those received after the deadline will be returned to the applicant.
- All applications received by the PTG Office by the deadline will be copied and forwarded (along with a rating sheet listing each applicant) to the Selection Committee as soon as possible after the deadline.
- Each member of the Selection Committee will carefully review each applicant's qualifications and rate each one as follows: 1=highly recommend, 2=acceptable, 3=unacceptable/does not meet criteria.
- Once the applications have been rated, each Committee member should fax or mail the completed rating sheet to the PTG Office to be received by the designated deadline. PTG staff will tabulate the rating sheets and inform the PTGF President and Selection Committee members of the winners.
- Recipients will be notified no later than April 30 via letter from the PTGF Executive Director. [7/00]

D. DISASTER RELIEF

1. The fund shall be deposited in a non-interest bearing account at a financial institution and shall be maintained according to current law governing relief funds. Funds shall be made available immediately or as soon as possible after a loss occurs. [6/06]
2. The Piano Technicians Guild Foundation President shall appoint a committee of the Board to oversee the distribution of the funds. The decisions made by the committee shall be final. The committee may request assistance from the PTG Regional Vice President and others in determining the need for assistance. The amount of the assistance checks shall be established by the committee and each check shall be written for the same amount. No more than two checks shall be sent to the same recipient. [6/06]

V. MISCELLANEOUS

- A. The Foundation President to request permission for the Foundation to address the PTG Board of Directors and the Council along with the PTGF report on an annual basis. [7/96]
- B. PTGF President shall be reimbursed for Foundation-related telephone calls. [7/98]
- C. Quarterly Foundation Contribution reports are to be published in the Journal.
- D. The PTGF Executive Director shall be named by the PTGF Board.
- E. Foundation to have a booth at the PTG Annual Convention. The Vice President is to coordinate staffing of the booth. A personnel list and schedule for the upcoming convention will be submitted to the PTG Office no later than June 15 prior to the convention. [7/87, 7/89, 7/01]
- F. The President or the Vice President and one other Executive Committee member may be authorized to approve expenditures of up to \$700 per instance. Timely notice is to be given to the remainder of the Board regarding these transactions. [7/03]
- G. The Executive Committee to approve the order and pricing of merchandise as necessary and appropriate. [6/05]