

BYLAWS OF...

**THE CANADIAN ASSOCIATION OF PIANO TECHNICIANS /
ASSOCIATION CANADIENNE DES ACCORDEURS DE PIANO**

	<i>Title</i>	<i>Page</i>
Index		1
Article I	Mission Statement	2
Article II	Objectives	2
Article III	Name and Definitions	3
Article IV	Membership	4
Article V	Legislative Body	4
Article VI	Administrators and Other Members in Office	5
Article VII	Rules and Regulations	7
Article VIII	Amendments of Bylaws	11
Article IX	Auditors	11
Article X	Signature and Certification of Documents	11

Article I Mission Statement

The mission of the Canadian Association of Piano Technicians is to encourage the highest standards of piano service by offering opportunities for continuing education and fellowship in a supportive non-competitive environment.

Article II Objectives

The objectives of the organization are to:

- represent the interests of CAPT members across Canada... individuals pursuing careers and education in piano service and technology.
- educate the public on the need for regular and skilled piano maintenance and encourage excellence in piano tuning and technology by promoting and conducting continuing educational programs.
- encourage members to maintain high ethical standards in their work and dealing with the public.
- provide a resource for CAPT members and their customers in the resolution of complaints and disputes.
- be a resource for individuals, including hobbyists, educators, musicians and others interested in knowledge and/or skill development relevant to the pursuit and understanding of piano technology.

Article III Name and Definitions

The name of the organization shall be: "Canadian Association of Piano Technicians - Association Canadienne des Accordeurs de Piano".

Subordinate bodies chartered under these Bylaws shall be called "Groups", and each shall bear a name (self-selected) which is geographically descriptive.

The following terms are defined as to their meaning in these Bylaws:

(a) C.A.P.T. - Canadian Association of Piano Technicians - A.C.A.P. - Association Canadienne des Accordeurs de Pianos.

(b) Council - the jurisdictional body, when in session at a properly constituted meeting of Association members; the legislative body of C.A.P.T. - A.C.A.P. (*see article V, item 1*)

(c) Group - a duly chartered body of C.A.P.T.-A.C.A.P.

(d) Group Jurisdiction - the geographic area assigned to a Group for its operation and jurisdiction.

(e) Manager - A voting member of C.A.P.T. having leadership responsibility within a Group. (*see Article VII, item 10*).

(f) Delegate (and Alternate Delegate) – member(s) authorized by the Administrators to represent the interests of the C.A.P.T. for specific events and activities as determined by the Administrators.

(g) Administrators - the governing officers of C.A.P.T.- A.C.A.P.

(h) Member ... a voting member of C.A.P.T.- A.C.A.P. (*see Article IV, item 1*)

(i) Provisional Member ... a non-voting member of C.A.P.T.-A.C.A.P. (*see Article IV, item 2*)

(j) Honorary Member ... a non-voting member of C.A.P.T.-A.C.A.P. (*see Article IV, item 3*)

(k) Society - C.A.P.T. - Canadian Association of Piano Technicians /A.C.A.P. - Association Canadienne des Accordeurs de Pianos.

(l) Profession - the profession of piano tuning and technology.

(m) Association - C.A.P.T. - Canadian Association of Piano Technicians / A.C.A.P. - Association Canadienne des Accordeurs de Pianos.

(n) Home Office - the official office of the Association which is to expedite and exchange information; give continuity to its business and other activities; to file and store its records and maintain its archives. Home Office shall furnish relevant information and/or correspondence to all office holders in keeping with their respective duties. The address of home office is designated by the current President.

(o) Act - the Canada Corporation Act, latest revision, or such act as may be passed by Parliament of Canada on place thereof.

(p) Minister - Minister of Consumer and Corporate Affairs, or as provided by the Act.

Article IV Membership

Membership shall consist of the following categories:

1. Member ... a member of C.A.P.T.- A.C.A.P. who has the right to vote.
2. Provisional Member... a member of C.A.P.T.-A.C.A.P. who may participate in CAPT business meetings and committees, but is not entitled to vote until achieving Member status. Provisional members may be accepted into the C.A.P.T. after applying with two personal character references. After one year of participation with the C.A.P.T. a Provisional member may be recommended for Member Status by a Member in good standing and becomes a Member after subsequent approval by a majority of the Administrators.
3. Honorary Member... an individual given honorary status in recognition of supporting C.A.P.T. in its goals, initiatives and educational activities. An honorary member is not entitled to vote or participate in CAPT business. Retired Members who are no longer able to be active within the C.A.P.T. are eligible for Honorary Member status as determined by the Administrators.

Article V Legislative Body

1. The legislative authority of the Association rests with Members in good standing. When meeting together they form the Council.
2. All Members in good standing, with the exception of Provisional and Honorary Members can vote on all matters pertinent to the running of C.A.P.T. affairs.
3. Each Member in good standing has one vote.
4. Meetings shall be held in accordance with the bylaws and when called by the President, or Administrators, or as directed by Council.

Article VI Administrators and Other Members in Office

1. The following officers shall be elected from Members in good standing to form the Administrators:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Three additional officers

2. These elected officers together with the Past President shall form the Administrators of the C.A.P.T.

3. The Administrators are responsible to manage the affairs of the Association and are subject to the decisions of the Legislative Body. There shall be no remuneration, but reasonable expenses may be claimed. Membership renewal fees for the C.A.P.T. may be waived for Administrator officers in lieu of the additional time required to manage required tasks in managing the affairs of the Association while holding office at the discretion of the Administrators.

4. The Administrators shall meet immediately before and after a council meeting; and at the request of the President; or by the direction of a majority of members thereof. A quorum shall be a simple majority.

5. Officers shall be elected from Members in good standing. Provisional Members may serve on committees as approved by the Administrators.

6. Length of Terms of Elected Officers:

- (a) President – This office is for a two year term. The president may be re-elected for a second two year term following the first term. After two consecutive terms a year of abstention from the presidency is required.
- (b) Vice-president – This office is for a two year term which alternates with the term of the President. (I.e. year two of a President's term is year one of the Vice-president's term). Re-election is required to run a consecutive term.
- (c) Secretary – This office is for a two year term. Re-election is required to run a consecutive term.
- (d) Treasurer – This office is for a two year term Re-election is required to run a consecutive term.
- (e) Officer – An officer's term is for two years. Re-election is required to run a consecutive term.

7. Duties:

(a) President – when present the President presides at all general meetings of the Association and of the Administrators. He is ex-officio member of all committees. The President shall keep the Vice President aware of all initiatives taken to ensure a smooth transition at the change of officers.

(b) Vice President - the Vice President shall act in the absence of the President. The Vice President is ex-officio member of all committees. He/she shall be considered a nominee to succeed the retiring President.

(c) The Secretary:

- (1) Shall keep accurate minutes of all Administrator and Council meetings.
- (2) Shall discharge assigned Association correspondence, and have on hand an up date membership list.
- (3) Shall have charge of the corporate seal, or such other Association identification as required by the Act.

(d) The Treasurer:

- (1) Shall have charge of all funds and dues.
- (2) Shall keep accurate records and account of all incoming and outgoing funds from dues and donations, issuing cheques and receipts as required.

(e) Three additional officers shall be, as much as possible, the representatives of geographical regions.

(f) The chair shall vote in tie issues only.

7. The Administrators, Groups, committees, and all office holders, shall provide Home Office with information essential to its function. Such information should be furnished provided in a timely fashion, in keeping with the necessity of the duties of Home Office as disseminator and keeper of records.

8. If for some reason an officer of the Administrators, or another office holder, or a member of a committee, negates, or is not able to complete a term of service in office; the Administrators may appoint a member in good standing of the Association to complete the term of office if deemed necessary.

Article VII Rules and Regulations

1. Roberts Rules of Order Newly Revised shall be the rules of the Association in all cases not covered specifically in these Bylaws. A person may be selected as parliamentarian to assist the President, or presiding Chairman on a question of order.

2. A Council meeting and at least one Administrator's meeting shall be held annually as planned by the Administrators. Such meetings may be scheduled at suitable locations but may also be held using communication technology when a physical meeting is not practical. The following agenda shall be followed at council meetings.

- Call to order
- Roll call
- Determination and assignment of voting strength to delegates
- Approval of agenda
- Reading and disposal of minutes
- Questions arising from the minutes
- Reading and disposal of correspondence
- Questions arising from the correspondence
- President's report
- Committee and other reports
- Treasurer's financial report
- Unfinished business
- New business
- Nominating Committee report
- Election of Administrators
- Election of a nominating committee for providing a slate of officers for the next term.
- Appointment of Auditor(s)
- Time and Place of next meeting
- Adjournment

3. The newly elected Administrators shall assume their duties immediately after the installation at a convention, or seminar, at which a council meeting, and election took place.

4. Membership fees/dues:

- (a) The amount of fees for membership shall be determined from time to time by the Administrators. Fees shall be paid annually, and are due January first of each New Year.
- (b) Upon acceptance of a Provisional Member in the course of the year, the annual dues shall be prorated using the remaining months of the year against the annual dues fee.
- (c) Members shall be advised of annual dues renewal by written notification (i.e. dues payable invoice) by mail in early December for renewals due January 1. If electronic mail has been used for such notification and not responded to by January 15 a reminder by postal mail is to be sent.
- (d) A member in arrears for non-payment of membership dues shall be deemed delinquent by March 1 and sent such notification by email and/or postal mail. If payment has not been received by April 1 the member shall be dropped from C.A.P.T. membership and given final notice by postal mail.
- (e) A member may apply to the Administrators for consideration of annual membership dues waiver or reduction because of business or personal hardship. Such applications will be considered privately and at the discretion of the Administrators on an individual basis.

(f) If desired by a former Member or former Provisional Member and within one calendar year of being dropped for non-payment of membership dues; application to the Administrators may be made for reinstatement to former status as Member or Provisional Member if desired by the former Member. Such reinstatement will require payment of the dues in question. Additional administration fees may be imposed at the discretion of the Administrators.

(g) A member of C.A.P.T. who chooses to resign membership is not entitled to a refund of membership dues.

(h) After one or more years of lapsed membership, a former Member may apply to rejoin the C.A.P.T. as a Provisional Member.

5. Membership applicants:

(a) Individuals applying to join the C.A.P.T. must have Canadian National or Landed Immigrant status and make application using the official application form/s of the Association.

(b) When applying for membership, an applicant shall provide two character references which shall be checked for accuracy by the C.A.P.T. Administrators. Upon approval the applicant becomes a Provisional Member eligible to progress to Member status after one year upon the recommendation of a C.A.P.T. Member and final approval by the C.A.P.T. Administrators.

(c) Individuals applying to join C.A.P.T. are subject to the schedule of the C.A.P.T. Administrators in approving advancement of Provisional Member to Member status.

6. Piano Technician Education and Skill Development

The C.A.P.T. recognizes that piano service encompasses a variety of disciplines including piano tuning, regulation, voicing, repairs, refinishing, design, electro-mechanical and other service practices. Recognizing that its members have personal goals to improve in knowledge of piano technology and in practical skill development; the C.A.P.T. through efforts directed by its Administrators endeavors to provide theoretical and practical resources and activities designed to aid each member in those pursuits, knowing that this encourages excellence in providing piano service to a member's customers.

Accomplishing this is done through the efforts of C.A.P.T. members participating in activities designed to encourage continuing education as well as promote values of friendship, fellowship, sharing and respect of fellow members. Educational activities include but are not limited to discussion forums, mentoring, meetings, seminars and conventions with opportunities for written and practical self-assessment as well as recognition of a member's participation in such activities. The C.A.P.T. Administrators may assign responsibility to develop, refine, and implement the programs, policies and procedures for piano technician education and skill development to members and/or committees. In order to maintain standards promoting excellence in the pursuit of skill and knowledge relative to piano technology, members assigned such a responsibility by the Administrators must have a minimum of 5 years of experience as piano technicians. It is furthermore recommended that such members and committees regularly dialogue with music educators and professionals, piano manufacturers and other piano technician organizations around the world to ensure continuing high standards and appropriate content to fulfill the education and training mandates of the C.A.P.T.

All categories of C.A.P.T. members are encouraged to participate in C.A.P.T. educational activities. Where practical, records to document a member's participation and involvement in self-assessment educational activities will be maintained by the C.A.P.T. office. Such self-assessment records are considered personal and confidential, not to be used in a member's advertising, or referenced in any publication by the member or the Association in a way that identifies an individual member's accomplishments. Such records remain the property of the individual member and the Association. The Association may refer to self-assessment activities completed by the general membership including publishing statistics taken from these records that demonstrate and promote the successful progress of CAPT members as a group.

Activities such as seminars and conventions may be open to non-members at the discretion of the C.A.P.T. Administrators and local Groups. Non-members may be levied an additional surcharge at the discretion of the C.A.P.T. Administrators when registration fees are required to host an event.

7. C.A.P.T. Members and Honorary members may refer to their membership in the C.A.P.T. in their advertising or listing of professional credentials only as individuals. A member's business or company must not infer or advertise an endorsement, qualification or association by or with the C.A.P.T. as membership rests in the individual only. Non-compliance may result in disciplinary action.

8. The names Canadian Association of Piano Technicians/Association Canadienne des Accordeurs de Piano, the title, certificates, and insignia, are the sole property of the Association, and its membership as a whole.

9. Committees may be formed or disbanded as required to manage the business and projects of the Association. Council shall elect all standing committees. Interim committees may be appointed by the Administrators. Committees shall report to the Administrators and to each Council meeting as required.

10. Sub-groups of the C.A.P.T. *To accomplish its goals throughout the diverse geography of the regions of Canada, the establishment of local Groups of the C.A.P.T. is encouraged within the following guidelines:*

- (a) Such a Group may be set up by a minimum of 3 local C.A.P.T. members and identified by a name associated with the geographical location. The Group and its name must receive final approval from the C.A.P.T. Administrators before beginning operation.
- (b) A Group must regularly document and report its activities and the participation of its members in self-assessment activities to the National Organization. All Groups are encouraged to co-operate with and make use of the resources of the C.A.P.T. national office in planning and promoting their local events and educational activities in a way that reflects the focus of the Association.
- (c) Each Group is fiscally accountable to the C.A.P.T. national office and must report its financial affairs to the C.A.P.T. treasurer for inclusion in the accounting of the national organization at the end of each calendar year.
- (d) When a Group undertakes a project such as but not limited to an educational seminar; funding in advance to accomplish this may be requested of the C.A.P.T. Administrators. Following the completion of a project involving an advance of funds and/or registration fee income and project expenses, a financial accounting must be made to the C.A.P.T. treasurer.
- (e) A Group may after discussion and approval by the C.A.P.T. Administrators change its name to more accurately define a Group's identity.
- (f) The Administrators have the right to dissolve a Group when it is unable to function properly because of insufficient members or other cause.
- (g) The ownership of assets and funds accumulated and/or in use by a Group in the course of running its local affairs is the property of the National organization.
- (h) Groups have discretion in organizing and governing their local affairs in conformance with CAPT bylaws. At the beginning of each calendar year a Group is to choose by mutual agreement or election a local C.A.P.T. Member with responsibility to act as the Manager of the local group. After approval by the Administrators, the Manager will take on the responsibility of planning and coordinating the Group's local meetings and activities; managing the responsibilities of the Group in reporting to the C.A.P.T. Administrators; as well as acting as a liaison to the Administrators. A larger local group may choose additional Manager(s) if desired. Additional managers require subsequent approval by the Administrators.

11. Council minutes shall be available to all Member categories within two months following a meeting.

12. A member in good standing has the right to resign in good standing.

13. All resignations shall be made in writing to the Secretary of the Association.

14. Resignations to escape delinquent dues, or other financial obligations, or expulsions by reason of discipline, shall not be accepted.

15. Officers and Administrators may be expelled from office for malfeasance and for actions contrary to the objectives of the organization.

16. Following is the Association's *Internal Code of Ethics*, to which Members of all categories must comply. As a Member of the Canadian Association of Piano Technicians I will:
 - (1) be honest and trustworthy, and not knowingly engage in unethical practices.
 - (2) continue to upgrade my professional knowledge and skills, and maintain awareness of technological developments, procedures and standards relevant to my field.
 - (3) only offer to do work or provide a service within my professional competence and not claim a level of competence I do not possess. Any professional opinion which I am asked to give shall be objective and reliable.
 - (4) qualify professional opinions, which I know are based on limited knowledge or experience. I will not misrepresent my skills or knowledge; nor knowingly mislead a client or potential client as to the suitability of a product or service.

 - (5) respect copyright and intellectual property of others and information from the C.A.P.T.; and to treat fellow members and others with respect and dignity in my discussions and sharing within the C.A.P.T.; as well as in my personal and professional life; realizing that such activities also reflect upon the organization. I understand that information I choose to share within the C.A.P.T. may be shared publicly beyond the control of the C.A.P.T. as may be possible with communication technology as utilized by the C.A.P.T. I furthermore release the C.A.P.T. from penalty or obligation in regard to managing information I provide that is considered appropriate for sharing by the Association.

22. A Member can be disciplined or expelled for proven conduct contrary to the Association's Code of Ethics as investigated and recommended by a committee of peer Members appointed by the Administrators. The Administrators are responsible to decide and implement appropriate action if warranted. Discipline might include a requirement of appropriate remedial action and/or a return of the Member to Provisional Member status; or expulsion from Membership as determined by the decision of the Administrators.

Article VIII Amendments of Bylaws

1. These Bylaws may be altered, amended, revised, or repealed.
2. A resolution to change a by-law shall be forwarded by a Member in writing to the Association Secretary at least sixty days before the council meeting. The Secretary shall contact all Members using a mutually acceptable communication mode for their consideration of the proposed change. A voting ballot shall be included with the proposed change, filled out by members, and returned to the Secretary by a specified deadline, or be voted on at an upcoming Council meeting.
3. A carrying vote shall be 50% plus one of all voting members who cast a ballot.
4. Alterations, amendments, and revisions agreed to as per clauses 1, 2, and 3 above shall come into force upon acceptance by the Minister of Consumer and Corporate Affairs.
5. Any resolution rejected as per clauses 1, 2, and 3 above may be reintroduced in the same manner.

Article IX Auditors

An Auditor, or Auditors shall be appointed at each annual meeting, and shall hold office for the appointed fiscal year(s) of the Association. The Administrators may fill any casual vacancy in the office of Auditor(s). The remuneration of the Auditor(s) shall be fixed by the Administrators.

Article X Signature and Certification of Documents

All contracts, documents, or any instrument in writing requiring the signature of the Association shall be signed by two officers of the Association as are appointed by the Administrators, and all contracts, documents and instruments in writing so signed shall be binding upon the Association. The Administrators may fill any casual vacancy of a signing officer when necessary. The seal of the Association, when required shall be affixed to the contracts, documents and instruments of writing, signed by the appointed signing officers.