BY-LAWS OF
THE POST-TENSIONING INSTITUTE
October 4, 2019

ARTICLE I: Name and Location
Section 1. The name of this Association shall be the Post-Tensioning Institute (hereinafter the “Institute” or “PTI”).

Section 2. The principal office and place of business of the Institute shall be located in or adjacent to the City of Farmington Hills, State of Michigan, or such other place as may be designated by the Board of Directors.

ARTICLE II: Purposes and Objectives
The purpose and objectives of the Institute shall be to expand the uses of fabricated post-tensioning materials; to deal with pertinent technical and marketing tasks; to compile and publish information of benefit to users of post tensioning materials; to cooperate in every lawful way in the adoption and maintenance of standard specifications for fabrication and installation of post-tensioning materials; and to do all other lawful acts and things to increase the use of post-tensioning materials and to promote and protect any other legitimate common interests of the members.

ARTICLE III: Membership
Section 1. Nature of Institute. The Institute is voluntary, has no capital stock and shall not operate for profit. Its members shall be composed of those who may from time to time be admitted to membership in such manner as may be prescribed in these By-Laws.

Section 2. Definitions. The term “post-tensioning materials” as used in these By-Laws means a complete assembly consisting of anchorage, prestressing steel (with sheathing when required), fabricated and/or installed in compliance with recognized published technical standards for post-tensioning materials, and used to impart a prestressing force to concrete, earth, or other material. The term “person, firm or corporation” shall mean any entity engaged in the activities described in Section 3 and all other organizations engaged in similar activities which own or effectively control such entity or are owned or effectively controlled by such entity. The term “North American Continent” shall include all the Territories under the legislative control of the United States of America, Canada, the United Mexican States and Puerto Rico.

Section 3. Membership. PTI classifies its membership by type of business its members conduct and organizational levels based on location of such business activity. Any individual, firm or corporation engaged in the post-tensioning businesses described below may, subject to the requirements set forth below and approval of the Board of Directors, apply for membership in the Institute provided that:

1. No applicant for any classification of membership shall be admitted to that classification if such applicant or such applicant’s employer or business is eligible for any other classification of membership having a higher dues and assessment base pursuant to Post-Tensioning Institute’s most recent dues structure except for Professional Members whose employer or business is eligible for either the Consulting Company or the Contractor Company classifications.

2. An applicant’s classification of membership shall be determined by virtue of such applicant’s business activities falling under such other classification description, eligibility for which shall be measured by affirmation of the applicant that its business activities fall in such other higher classification on an annualized calculation pursuant to the most recent pro-forma or audited financial statements of such applicant submitted to the Executive Director in confidence.

3. An individual, firm or corporation may apply for membership in more than one classification, provided that the applicant shall pay all dues and assessment associated with each membership classification.

4. Professionals and other qualified individuals may apply for separate professional membership if their employer or business is a member in good standing of the Institute or has applied for such membership in good faith.

5. All members shall be adjusted to higher or lower classifications annually, based on suitable confidential financial affirmation of the prior calendar year activity and subject to approval of the Board of Directors.

6. All Post-Tensioning Supplier members fabricating and/or extruding strand for unbonded single strand tendons shall, as a condition of initial and continuing membership, maintain certification of all their plants pursuant to the Institute’s certification program for plants producing unbonded single strand tendons, as shall be in effect from time to time.
Classification of membership shall be:

A. Member Classifications:

I. Post-Tensioning Supplier - An individual, firm or corporation, who maintains one or more locations from which it engages in one or more of the following:
   a. Tendon Fabricator - Fabrication of unbonded or bonded post-tensioning materials
   b. Unbonded Tendon Extrusion-only Facility - Extrusion of sheathing on strand for unbonded single strand tendons
   c. Post-Tensioning Direct Seller - Sale of post-tensioning materials to any entity involved in the construction process for an individual project
   d. Post-Tensioning Distributor or Reseller - Sale of post-tensioning materials purchased from another company to any entity involved in the construction process for an individual project

II. Prestressing Supplier - An individual, firm or corporation, who maintains one or more locations from which it engages in one or more of the following:
   a. Prestressing Manufacturer - Manufacture of prestressing strand, bar or wire used by those eligible for Post-Tensioning Supplier Membership
   b. Prestressing Direct Seller - Sale of prestressing strand, bar or wire to any entity eligible for Post-Tensioning Supplier Membership
   c. Prestressing Distributor or Reseller - Sale of prestressing strand, bar or wire purchased from another company to any entity eligible for Post-Tensioning Supplier Membership

III. Associate - An individual, firm or corporation engaged in the manufacture and/or sale of equipment or other materials used by those eligible for Post-Tensioning Supplier Membership.

IV. Consulting Company - A firm or corporation engaged in providing professional consulting services to the Institute, its Members, their customers or the Post-Tensioning Industry.

V. Contractor Company - A firm, or corporation that contracts with another organization or individual for the construction of a building, bridge or other structure in which post-tensioning is used, or that is engaged in the installation or stressing of post-tensioning materials.

VI. Affiliate - An individual, firm or corporation engaged in a business or industry of providing products or services allied or related to the business of those eligible for Post-Tensioning Supplier Membership excepting professional services licensed by a State or Province. An individual, firm or corporation that accepts contracts to deliver post-tensioning materials and/or labor shall be eligible for Affiliate membership provided that the individual, firm or corporation does neither the tendon fabrication nor the tendon installation with its own facilities or forces.

VII. Association - Any trade association or organization having United States income tax exemption or having purposes and objectives compatible with the goals and purposes of the Institute.

VIII. Professional Members - An individual who meets one or more of the following qualifications, or who is deemed by the Institute to have abilities or standing equal to one of these qualifications:
   a. Design Professional
      i. Licensed Design Professional - An individual who is licensed to practice structural design or architecture.
      ii. Engineers and Architects-in-Training - An individual who is a graduate of a recognized institution of higher learning, in the field of architecture or engineering, but who has not yet fulfilled the requirements for professional licensing.
   b. Construction Professional
      i. Contractor/Builder - An individual who is employed by a firm, or corporation that contracts with another organization or individual for the construction of a building, bridge or other structure in which post-tensioning is used, or that is engaged in the installation or stressing of post-tensioning materials.
      ii. Construction Engineer/Construction Manager - An individual who plans, manages and/or inspects construction projects.
      iii. Inspector/Testing Technician - An individual who performs inspection and/or testing related to post-tensioning systems or post-tensioned construction.
c. **Government Employee** - An individual who is employed by federal, state or local government.

d. **Academic**
   i. **Educator** - An individual who is employed full-time as a professor/instructor in a recognized institution of higher learning, in the architectural, engineering or construction management field.
   
   ii. **Student** - An individual who is enrolled full-time in a recognized institution of higher learning, in the architectural, engineering or construction management field.


e. **Other Professional Services**
   i. **Legal Professional** - An attorney or other legal professional who advises or represents the Institute, its Members, their customers or the Post-Tensioning Industry in legal matters.
   
   ii. **Information Technology Consultant** - An individual who provides consulting services related to computer systems and applications to the Institute, its Members, their customers or the Post-Tensioning Industry.
   
   iii. **Researcher/Scientist** - An individual who possesses a degree from a recognized institution of higher learning in the field of science, including: physics, chemistry, and geology, and who performs services for the Institute, its Members, their customers or the Post-Tensioning industry.

   f. **Special**
      i. **Retired Professional** - An individual who qualifies for one or more of the above professional categories, but who has retired from full-time employment either as an employee for a firm, corporation or organization, or as a professional consultant.
      
      ii. **Honorary/Lifetime** - An individual conferred Honorary or Lifetime Membership by the Board of Directors.

**IX. Member-At-Large** - An individual who shall cease during his or her term as an officer of the Institute to be an owner, partner, employee or agent actively connected with the business of the PTI member with whom he or she was connected with a time he or she was elected as an officer of the Institute is eligible to be a member-at-large of the Institute and shall continue his or her current position as an officer for the remainder of said current term, provided he or she remains actively involved in the post-tensioning industry.

**B. Member Organizational Level:**

In addition to a member classification, each PTI member shall be designated an organizational level as either a North American member or International member depending on two factors: first, on its location, and second whether it conducts business in North America.

**I. North American Organizational-Level Member:** A firm or corporation that meets one or more of the following qualifications:

   a. Maintains one or more offices in North America.
   
   b. Sells or delivers [post-tensioning materials] into North America.

**II. North American Professional Member:** An individual that meets one or more of the following qualifications:

   a. Maintains one or more residences in North America.
   
   b. Provides professional services and/or is employed in North America.

**III. International Member:** An individual, firm or corporation that does not qualify for either North American Organizational-Level or Professional member type status as defined above.

**Section 4. Application and Election.** Application for membership shall be made in writing, and in a form approved by the Board of Directors, addressed to the Executive Director of the Institute, and shall state the name, place and nature of business of the applicant, that applicant has read these By-Laws and accepts and agrees to be bound by the provisions thereof, and that the applicant agrees to pay dues and assessments and, as applicable, meet the conditions set forth in Article III, Section 3.a hereof. Such application shall be considered by the Executive Committee by written ballot, and a vote of not less than two-thirds (2/3) of the members of the Executive Committee in favor thereof shall be required to elect the applicant to Membership. The Board of Directors shall be notified of pending membership applications under consideration by the Executive Committee.

Each Member by joining the Institute assumes and agrees to pay dues and assessments to the Institute for the then current fiscal year prorated to the nearest full quarter in accordance with the dues and assessment schedule adopted by the Board of Directors for that year.
**Section 5. Termination.** Membership in the Institute may be terminated by dissolution, death, resignation or expulsion. Upon termination of membership, all rights, privileges and interests of such member, in and to the Institute, shall cease. A member may resign at any time upon giving ninety (90) days written notice of resignation to the Institute, which shall be accompanied by payment of all dues and assessments for the then current fiscal year prior to the date of the receipt of such resignation by the Institute, or the member shall make other provision for the payment thereof satisfactory to the Board of Directors. The dissolution or resignation of any member shall not in any way affect such member’s indebtedness to the Institute for the then current fiscal year.

Any member may be suspended from the Institute by the Board of Directors after hearing, with due notice and upon proof being submitted to the Board that such member has failed to observe any provision of the Institute’s By-Laws or any resolution, rule or regulation thereunder. The conditions and length of such suspension shall be determined by the Board of Directors. During the period of suspension, a suspended member is not entitled to the rights and privileges of membership, although the member remains fully liable to the Institute for all dues and assessments to the same extent and in the same manner as if it has not been suspended.

The membership of any member of the Institute may be terminated by a two-thirds (2/3) vote of the entire Board of Directors after a hearing with due notice and upon proof being submitted to the Board of Directors that such member has failed to observe any provision of the Institute’s By-Laws or any resolution, rule or regulation made thereunder. Termination of membership for non-payment of dues shall be in accordance with the provisions of Article VII of these By-Laws.

Members expelled or suspended shall be notified of the Board of Directors action by the Executive Director and shall be informed concerning the appeal procedure. All appeals shall be heard by the Executive Committee who shall report on any appeal proceedings to the next meeting of the Board of Directors to accept or reject that appeal.

**Section 6. Use of Membership Mark**

**A.** All members in good standing shall be eligible to use the official “PTI Membership Mark” on their company’s documents and website only for the use and purpose of identifying their membership in the Institute. Reproducible artwork from PTI depicting this membership mark shall be made available on request to all members in good standing. This mark is the property of, the Post-Tensioning Institute. The right to use this mark shall be granted only to members in good standing as defined in these By-Laws. This right shall be immediately revoked upon termination of membership. Its use is strictly limited to identifying membership status in the Institute. The mark shall not be altered in any manner other than reduction or enlargement, and shall be kept in its original proportions when it is resized.

**B.** The PTI Membership Mark may be used only by PTI members in good standing pursuant to these By-Laws. Reference to the PTI Membership Mark for any commercial or identification purpose by any person, other than a PTI member in good standing, is prohibited.

**C.** The PTI Membership Mark shall not be used by any person, including PTI members in good standing, to misrepresent their status, identity or any product.

**D.** Under no circumstance shall anyone use the PTI Membership Mark in such manner as to imply the Institute’s approval, sanctioning, or registration of any person’s business or products.

**ARTICLE IV: Management**

**Section 1. Board of Directors.** The management and control of the Institute and its affairs shall be vested in a Board of Directors composed of one (1) director for each Post-Tensioning Member of the Institute, two (2) directors representing Prestressing Steel Supplier Members, two (2) directors representing Associate Members, one (1) director representing Consulting Company Members, one (1) director representing Contractor Members, one (1) director representing Affiliate Members, three (3) directors representing Professional Members, one (1) director-at-large, the Chair of the Technical Advisory Board (TAB), the Chair of the Certification Advisory Board (CAB), the immediate Past President and the Officers of the Institute other than the Executive Director as defined in Article V.

No firm shall have any more than one representative serving as a member of the Board of Directors. If the company of the Chair of the Technical Advisory Board or of the Certification Advisory Board is already represented on the Board of Directors, the Board of Directors shall appoint another member of the Technical Advisory Board or of the Certification Advisory Board to serve as the TAB or CAB representative respectively. Directors representing Professional Members and the director-at-large shall not be affiliated with either Post-Tensioning, Prestressing Steel Supplier, Associate, Contractor or Affiliate Members.

**Section 2. Eligibility.** No person shall be eligible to serve as a director unless he or she an owner, partner, employee or agent actively connected with the business of a Post-Tensioning Member, a Prestressing Steel Supplier
member, an Associate Member, a Consulting Company Member, a Contractor Member, an Affiliate Member or is a Professional Member or a Member-At-Large in good standing. If any director shall cease during the term of his or her office to be an owner, partner, employee or agent actively connected for more than ninety (90) days with the business of a Post-Tensioning Member, a Prestressing Steel Supplier member, an Associate Member, a Consulting Company Member, a Contractor Member, an Affiliate Member or shall cease to be a Professional Member or a Member-At-Large in good standing, he or she shall thereupon cease to be a director and the Executive Committee shall, by majority vote, after the expiration of said ninety (90) day period appoint an interim director to serve in the place of said outgoing director for the remainder of the outgoing director’s term as director.

No PTI member, including any parent companies thereof or subsidiaries, affiliates or partners of a PTI member over which such parent company has effective control thereof, shall at any point in time have more than one (1) representative on the Board of Directors. If any such representatives shall change employment or his or her contract for consultancy so that such representation shall result in any PTI member having more than one (1) representative on the Board of Directors, such representative shall immediately tender a resignation as a member of the Board of Directors. In the event that such representative fails to immediately tender such resignation as required herein, such representative shall be removed as a member of the Board of Directors. Within thirty (30) days following the resignation or removal of a representative under this Section, the Executive Committee shall, by majority vote, appoint an interim director to serve in the place of said removed director for the remainder of the removed director’s term as director.

Section 3. Powers and Duties. The Board of Directors shall have power to make rules and provisions for the carrying on of the work and the activities of the Institute not inconsistent with these By-Laws; to fill vacancies which may occur in any office and in the Board of Directors; to engage and discharge all employees and agents of the Institute and to fix their compensation; to approve annual budgets of expenditures and amendments thereto; to admit and expel members; to have charge of all property of the Institute; and to do all other acts necessary or proper to carry on the work of the Institute.

Section 4. Quorum. One-third (1/3) of the Board of Directors as then composed shall constitute a quorum at any meeting of the Board of Directors.

Section 5. Election. Each Post-Tensioning Member shall designate one (1) person to serve on the Board of Directors as its director. The Board of Directors shall be composed of those persons designated by the Post-Tensioning Member to represent them during the ensuing year, two (2) Prestressing Steel Supplier Member Directors, two (2) Associate Member Directors, one (1) Consulting Company Member Director, one (1) Contractor Member Director, one (1) Affiliate Member Director, three (3) Professional Member Directors, one (1) Director-at-Large and the Officers of the Institute other than the Executive Director. The persons representing the Prestressing Steel Suppliers, Associates, Consulting Company, Contractor, Affiliate and Director-at-Large on the Board of Directors, shall be elected biennially by those Directors present in person at the annual Fall meeting of the Board of Directors that are held on even numbered years and implemented on odd numbered years. The Professional Member Directors shall be elected by Professional Members either from candidates selected by a Nominating Committee, or from “write-in” names of eligible Professional Members. The Nominating Committee for Professional Members Directors shall consist of five Professional Members appointed by the Board of Directors in the same year as the election of the Professional Member Directors. Professional Members in good standing shall be eligible for election as either a Member of the Nominating Committee or Professional Member Director. The terms of office for such Board of Directors members representing Prestressing Steel Suppliers, Associates, Consulting Company, Contractor, Affiliate and other Members shall expire at the end of a calendar year.

Section 6.

A. Meetings. Two (2) regular meetings of the Board of Directors shall be held each calendar year at such times and places as the Board of Directors may prescribe. Special meetings of the Board of Directors may be called at any time by the President or upon written request of any three (3) members of the Board of Directors. Unless otherwise determined by the Board of Directors, all meetings of the Board of Directors shall be open to other representatives of all members, who may attend and participate in discussions. Votes shall be cast in person by Board Members or, in the event of the absence of a director representing a Post-Tensioning Member, by the eligible person designated by that Post-Tensioning Member to represent it at the meeting. Each director shall be entitled to one vote on all matters coming before the Board of Directors.

B. For matters to be decided by the Board of Directors during intervals between meeting of the Board of Directors by letter, facsimile or electronic ballots,
except as otherwise set forth herein, such ballot shall state a finite date and time for return of such ballot, and passage of such matters shall require a majority vote of the Board of Directors eligible to and receiving such ballots.

Section 7. Legal Counsel. The Institute shall retain legal counsel who shall be present, either electronically, telephonically or in person as directed by the Board of Directors, during all meetings of the Board of Directors.

Section 8. Notice. Notice of regular meetings of the Board of Directors shall be given by the Executive Director of the Institute at least fifteen (15) days before the meeting. Notice of special meetings shall be given by the Executive Director by mailing at least five (5) days before the meeting or by telegram at least forty-eight (48) hours before the meeting, which notice shall specify the purpose for which such special meeting is being held.

Section 9. Executive Committee. The Board of Directors may annually elect from its members an Executive Committee of nine (9) members, consisting of the President, immediate Past President, Vice President, Secretary, and four (4) other directors, one (1) of whom shall be a representative of Post-Tensioning Company Members, one (1) of whom shall be a representative of Prestressing Steel Supplier Members, one (1) of whom shall be a representative of Associate Members, one (1) of whom shall be a representative of Professional Members, and the Executive Director. The Executive Committee, during intervals between meetings of the Board of Directors, shall possess and may exercise all the powers of the Board of Directors in the management and direction of the affairs of the Institute. If any officer position is filled by a Prestressing Steel Supplier, Associate Member, or Professional Member, the position or positions specifically identified for the respective Prestressing Steel Supplier, Associate Member, or Professional Member shall be available for nomination(s) of any eligible Post-Tensioning Company Board Member(s). The Executive Committee shall also perform such other duties as may from time to time be delegated to it by the Board of Directors. The terms of office of the Executive Committee shall expire at the end of a calendar year.

No PTI member, including any parent companies thereof or subsidiaries, affiliates or partners of a PTI member over which such parent company has effective control thereof, shall at any point in time have more than one (1) representative on the Executive Committee. If any such representatives shall change employment or his or her contract for consultancy so that such representation shall result in any PTI member having more than one (1) representative on the Executive Committee, such representative shall immediately tender a resignation as a member of the Executive Committee. In the event that such representative fails to immediately tender such resignation as required herein, such representative shall be removed as a member of the Executive Committee by majority vote of the remaining members of the Executive Committee. Within thirty (30) days following the resignation or removal of a representative under this Section, the Executive Committee shall, by majority vote, appoint a representative, in accordance with terms of this Section 9, to serve on the Executive Committee in place of such removed representative for the remainder of the removed representative’s term.

Section 10. Nominating Committee. A Nominating Committee consisting of the current President, immediate Past President, and immediate Past-Past President, with the Executive Director, ex officio, shall be formed bi-annually, or as required, upon the election of new Officers. The Nominating Committee shall meet as necessary, and no less than sixty (60) days prior to each Board meeting to solicit from the membership, or membership category as appropriate, receive and draft timely recommendations and nominations of candidates from Members for the following candidates which shall be provided to the Board of Directors no later than thirty (30) days prior to any board meeting when there is an vacancy in any such position described in A. through F. below:

A. Upon solicitation of Members within the each of the Membership categories, candidates from each such categories as set forth in Article IV Section 1 hereof;

B. Those non-denominated “four (4) other directors”, as set forth in Article IV, Section 9 hereof, of the Executive Committee for annual election;

C. The Secretary to be elected pursuant to Article V, Section 1 hereof;

D. Committee membership candidates for Presidential appointment pursuant to Article VI, Section 3(C) hereof;

E. Technical Advisory Board Chair and Members pursuant to Article VI, Section 4 hereof; and

F. Certification Advisory Board Chair and Members pursuant to Article VI, Section 5 hereof.

ARTICLE V: Officers

Section 1. Officers and Election. The officers of the Institute shall be the President, Vice President, Secretary, and the Executive Director. All officers other than the Executive Director shall be directors. The Secretary shall be elected biennially at the annual fall meeting of the Board of Directors that are held on even numbered years...
and implemented on odd numbered years. Unless otherwise directed by the Board of Directors, the Vice President (President Elect) shall succeed the President; the Secretary shall succeed the Vice President. Each such officer shall hold office for two years or until his or her successor is duly elected and qualified. Officers’ terms shall expire at the end of a calendar year. No PTI member, including any parent companies thereof or subsidiaries, affiliates or partners of a PTI member over which such parent company has effective control thereof, shall at any point in time have more than one (1) Officer elected pursuant to this Article V, Section 1. If any person serving as an officer of the Institute shall change employment or his or her contract for consultancy would result in any PTI member having more than one (1) representative serving as an Officer under Article V hereof, such representative shall immediately tender a resignation as an Officer under Article V hereof. In the event that such representative fails to immediately tender such resignation as required herein, such representative shall be removed as an Officer of the Institute. In the case of a President or Vice President resigning or being removed hereunder, the officers shall move up in designation, with the exception of a new Secretary who shall be nominated pursuant to the procedures established herein by the Nominating Committee. Within thirty (30) days following the resignation or removal of an officer under this Section, the Nominating Committee shall solicit candidates to fill the vacancy caused by the resignation or removal of the officer and thereafter, no later than ten (10) days from the Nominating Committee’s candidates finalized, cause the Executive Director to call for a letter ballot of appropriate Members.

Section 2. Remuneration. The President, Vice President, and Secretary shall receive no remuneration for acting as such.

Section 3. Duties of the President. The President shall preside at meetings of the Board of Directors and shall have such duties as usually pertain to that office and as may be conferred upon him or her by the Board of Directors from time to time.

Section 4. Duties of the Vice President. The Vice President shall serve as the chair of the Finance Advisory Committee, and in the absence of the President, perform the duties of the President.

Section 5. Duties of the Secretary. The Secretary shall have such duties as usually pertain to that office and as may be conferred upon him or her by the Board of Directors from time to time.

Section 6. Duties of the Executive Director. The Executive Director shall be the executive officer of the Institute, and shall be an ex-officio member of all committees. He or she shall conduct the correspondence of the Institute; keep its records and minutes of all meetings; collect and disburse all monies of the Institute; keep an accurate record of all receipts and expenditures; preserve all vouchers and furnish a financial statement at each regular meeting of the Board of Directors; collect, compile and disseminate such statistical and other information as directed by the Board of Directors; and shall have such other duties as usually pertain to that office and as may be conferred upon him or her by the Board of Directors from time to time.

Section 7. Replacement of Vacant Officer Position. Upon the occurrence of a vacancy in any Officer position of the Institute, the vacant Officer position shall be filled as follows:

A. Vacancy in President Position. In the event of a vacancy in the office of President, the Vice President shall serve as the Interim President of the Institute for the remainder of the outgoing President’s two-year term. The appointment of the Vice-President to serve as Interim President for a period of time less than one (1) year shall not prevent the Vice-President from becoming President at the end of the outgoing President’s two-year term.

B. Vacancy in Vice President Position. In the event of a vacancy in the office of Vice President, the Secretary shall serve as the Interim Vice President of the Institute for the remainder of the outgoing Vice President’s two-year term. The appointment of the Secretary to serve as Interim Vice President for a period of time less than one (1) year shall not prevent the Secretary from becoming Vice President at the end of the outgoing Vice President’s two-year term.

C. Vacancy in Secretary Position. In the event of a vacancy in the office of Secretary, the Executive Committee shall immediately appoint a qualifying person to serve as the Interim Secretary for the remainder of the outgoing Secretary’s two-year term. The appointment of a person to serve as Interim Secretary for a period of time less than one (1) year shall not prevent that person from being eligible to be nominated for or to as Secretary at the end of the outgoing Secretary’s two-year term.

ARTICLE VI: Boards and Committees

Section 1. Establishment of Committees. The Board of Directors shall establish such committees as may be necessary to carry out the purpose and objectives of the Institute.
Section 2. Committee Mission. Committees shall operate under a stated mission approved by the Board of Directors.

Section 3. Appointment of Committee Members.

A. Technical Committees: The Technical Advisory Board shall appoint the chair of a technical committee at the recommendation of the Committee Chair. Technical Advisory Board shall appoint members to the committee.

B. Certification Committees: The Certification Advisory Board shall appoint the chair of a certification committee. At the recommendation of the Committee Chair, Certification Advisory Board shall appoint members to the committee.

C. Other Committees: The President shall appoint the chair of Board-level committees not under the purview of either the Technical Advisory Board or the Certification Advisory Board. The President shall also appoint members to Board-level committees not under the purview of either the Technical Advisory Board or the Certification Advisory Board with the aid and consent of the Board of Directors and the Committee Chair.

With the exception of the Unbonded Tendon Plant Certification Committee, no person shall be appointed to committee membership if Post-Tensioning, Prestressing Steel Supplier, Associate, Contractor or Affiliate Membership is available to an organization with which he or she is affiliated and is not a member of the Institute.

Section 4. Technical Advisory Board. Technical Advisory Board, consisting of no more than twelve (12) members shall be appointed for a six (6) year term with one possible consecutive reappointment by the Board of Directors and shall be drawn from PTI’s membership. Additional appointments of the same member by the Board of Directors beyond twelve (12) years are possible after a period of at least six months break in membership on the Certification Advisory Board. The Board of Directors shall also appoint a Chair of the Technical Advisory Board for a period of three (3) years with one possible consecutive reappointment from among its membership. Service as Chair of the Certification Advisory Board may be in addition to the term limits established above for general membership on the Certification Advisory Board. The Certification Advisory Board shall be required prior to action by the Board of Directors or Executive Committee approving release of the publications or other actions contemplated under this provision.

Section 5. Certification Advisory Board. The Board of Directors shall appoint the Certification Advisory Board, consisting of no more than twelve (12) members that shall include the respective chairs of the CRT-20 Unbonded Tendon Plant Certification, and CRT-70 PT System Qualification Testing and Certification; three (3) representatives of Post-Tensioning Company Members; one (1) representative of Prestressing Steel Supplier Members; one (1) representative of Associate Members; one (1) representative of Contractor Members; and up to four (4) at-large positions. Certification Advisory Board members shall be appointed for a six (6) year term with one (1) possible consecutive reappointment by the Board of Directors. Additional appointments of the same member by the Board of Directors beyond twelve (12) years are possible after a period of at least six months break in membership on the Certification Advisory Board. The Board of Directors shall also appoint a Chair of the Certification Advisory Board for a period of three (3) years with one possible consecutive reappointment from among its membership. Service as Chair of the Certification Advisory Board may be in addition to the term limits established above for general membership on the Certification Advisory Board. The Certification Advisory Board shall be responsible to: a) initiate, develop, implement, and oversee the individual, plant, and product certification programs of the Post-Tensioning Institute, b) review and oversee PTI’s Quality Management System and annual internal quality audit of the Unbonded Tendon Plant Certification Program, and c) report to the Board of Directors regarding the status of all PTI certification programs.

Section 6. Unbonded Tendon Plant Certification Committee.

A. Membership. Membership in the Unbonded Tendon Plant Certification Committee is open to any interested party, including but not limited to post-tensioning and associate company representatives; contractors; engineers; government officials; and users of post-tensioning. The Certification Advisory Board shall appoint the members of the Committee, consisting of no more than eleven (11) members selected from nominations received from interested stakeholders. The Committee shall include the Chair; a minimum of three (3) representatives of Post-Tensioning Company Members; one (1) representative of a non-member post-tensioning company; one (1) representative of Associate Members; and a minimum of five (5) general interest
or user representatives. Committee members shall be appointed for a three (3) year term with one possible consecutive reappointment by the Certification Advisory Board. Additional appointments of the same member by the Certification Advisory Board beyond six (6) years are possible after a period of at least six months break in membership on the Unbonded Tendon Plant Certification Committee. The Certification Advisory Board shall also appoint a Chair of the Committee for a period of three (3) years with one possible consecutive reappointment from among its membership. Service as Chair of the Unbonded Tendon Plant Certification Committee may be in addition to the term limits established above for general membership on the Unbonded Tendon Plant Certification Committee.

B. Impartiality. The Unbonded Tendon Plant Certification Committee shall operate in a manner that ensures the impartiality of the Unbonded Tendon Plant Certification program. The policies and procedures under which the Committee operates shall be non-discriminatory and shall enable the participation of all parties significantly concerned in the development of policies and procedures regarding content and functioning of the certification program.

The Board of Directors shall ensure the impartiality of the Unbonded Tendon Plant Certification program. Any decisions by the Board of Directors that may adversely affect the impartiality of the program, including mergers, acquisitions, and change in services shall be reported to the Unbonded Tendon Plant Certification Committee and the Certification Advisory Board for assessment.

C. Responsibilities. The Unbonded Tendon Plant Certification Committee shall be responsible to: a) formulate policies and procedures for the Unbonded Tendon Plant Certification Program; b) establish the technical basis for certification; oversee testing, inspection, evaluation and certification of plants.

Section 7. Responsibility. The Board of Directors shall have responsibility to approve all major Institute publications prior to release.

Section 8. PTI Membership Directory. A membership directory of the Institute shall be published. Each Post-Tensioning Member shall be listed with the full and legal name and address of its corporate office, and, where applicable, its division and/or branch offices. Listings of division/branch offices shall be limited to locations where the Post-Tensioning Member maintains an established office under its legal name, and employs at such location no less than one (1) salaried employee who is engaged full-time in the promotion of post-tensioning construction and sale of post-tensioning materials. At the Post-Tensioning Member’s option, additional affiliates, agents or distributors may be listed.

ARTICLE VII: Dues and Assessments

The expenses of the Institute shall be distributed among the members in the form of dues and/or assessments established upon such equitable basis as shall from time to time be adopted by the Board of Directors. Assessments may be levied only against Post-Tensioning Members, Prestressing Steel Supplier Members and Associate Members. The fiscal year for dues and assessments shall be from January 1st to December 31st of each year. Dues and tonnage assessments shall be based on total North American shipments of post-tensioning materials, including coated unfabricated strand, by Post-Tensioning Members and Prestressing Steel Supplier Members. When one or more post-tensioning member or prestressing steel supplier member are wholly or majority owned by the same parent entity, the total shipments of post-tensioning materials of both or all companies so owned shall be utilized in calculating dues and tonnage assessments for each such entity.

Payment of Tonnage assessment is only required once on all shipments of post-tensioning materials. For coated unfabricated strand shipped between PTI member companies, the company fabricating the completed post tensioning assembly shall report the tonnage and shall be responsible for payment of the tonnage assessment.

The tonnage assessments for tonnage shipped outside the United States but within the North American Continent shall be fifty percent (50%) of the U.S. tonnage assessment rate calculated in U.S. dollars. This provision is applicable to all individual companies, including those located outside of the United States, or to calculation of consolidated tonnage assessments for separate companies wholly or majority owned by the same parent company.

Payment of dues and assessments is expected within sixty (60) days of the invoice date. The Executive Director shall advise the Executive Committee of the name of any member not paying an invoice within this time period. The Executive Director shall write to any member not paying an invoice within sixty (60) days requesting that the past due invoice(s) be paid in full in not more than thirty (30) days. Any member that does not pay an invoice within ninety (90) days of the invoice date shall be advised by the Executive Director that their membership has been terminated.

If a Member fails to submit an annual or quarterly statement of tonnage within thirty (30) days after the close of the prior calendar year or quarter, the Executive Director shall invoice the Member on the basis of the last reported statement of tonnage. Such payments based on
prior reported statement of tonnage will be adjusted to the Member’s account after a new statement of tonnage is submitted. In the event that the statement of tonnage is not submitted within ninety (90) days after the close of the prior calendar year or quarter, the Executive Director shall advise the Member that their membership has been terminated.

ARTICLE VIII: Amendments

Amendments to these By-Laws may be proposed at any time by any member of the Board of Directors. Notice of each proposed amendment shall be sent by the Executive Director in writing to each Board Member at least fifteen (15) days in advance of the Board meeting at which time the amendment is to be voted upon. An amendment to be adopted must receive at least a three-fourths (3/4) vote of the directors present and voting at the meeting.