



PGA

Carolinas Section
Assistants' Association

**Constitution
&
Bylaws**

Revised February 2015

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ARTICLE I
Name, Boundaries, Purpose

Section 1: Name

By authority of the Board of Directors of the Carolinas Section of the Professional Golfers' Association of America, hereinafter referred to as the "Section," this Association shall be known as "The Assistants' Association of the Carolinas PGA" and shall be referred to hereinafter as the "Association." The Carolinas Section, PGA of America shall be referred to hereinafter as the "Section" and the Professional Golfers' Association of America shall be referred to hereinafter as the "PGA."

Section 2: Boundaries

The geographical territory of the Association is the entire State of North Carolina, the entire State of South Carolina, and two towns in the State of Virginia, Bassett and Martinsville.

Section 3: Mission Statement

The Assistants' Association is a division of the Carolinas PGA Section. Our purpose is to prepare golf professionals for future success as PGA Members. The goal of our Association is to elevate the standards of CPGA Assistant Professionals through mentoring, networking, and promoting the game of golf. We will accomplish this by providing leadership, educational opportunities, tournament competitions, and building personal relationships amongst Assistant Professionals and the community.

ARTICLE II
Organization

Section 1: Authority

These bylaws supersede all previous publications of the Assistants' Association bylaws and regulations. These bylaws, once approved by the Section Board of Directors, will supersede all other bylaws and regulations regarding the governance of the Assistants' Association of the Carolinas Section PGA (The Section).

Section 2: Powers

The Association's powers shall be limited specifically to those powers granted by the Section. The Section's Board of Directors shall review and approve all Association actions. The Section shall have complete authority in their discretion and at any time to withdraw the charters of the Association. In the event that the Association bylaws, rules, regulations or policies deviate from those of the Section, the Section bylaws, rules, regulations or policies shall control.

Section 3: Composition

- a) The Officers of the Association will be comprised of the President, Vice President, Secretary, Tournament Chairman, and Honorary President. All Officers must be a Class-A PGA Member.
- b) The Officers shall conduct its business and shall be responsible for the management of the Association in accordance with the Constitution, Bylaws and Tournament Rules and Regulations. Between Fall Meetings, the Officers shall have full authority in all matters, including the power to interpret the Constitution and Bylaws and to give direction in cases not provided for therein. In matters involving emergencies and/or the good of the Association, the Officers shall have complete and final authority.

Section 4: Terms, Appointments, and Elections

- a) The Officers shall be elected for a term of two years and may not be elected to that office for more than one term consecutively. The Officers shall be elected at the Annual Fall Meeting by a majority of those voting. Their term of office will begin immediately following the administering of oath of office and will end at the conclusion of the same ceremony two years later.
- b) Candidates for the Officers may be proposed by the membership at least 60 days in advance of the Fall Meeting. The Section shall forward to the membership the names of all candidates to all members at least 30 days prior to the Fall Meeting. If there are fewer than two nominees for any office at the time of election, oral nominations for such office may be made from the floor of the Fall Meeting.
- c) A candidate for President must have previously served one year as another officer (Vice President, Secretary, or Tournament Chairman). If a former officer does not choose to run for the position of President, the position will be declared open for nominations.
- d) Candidates for all other Officer positions (Vice President, Secretary, and Tournament Chairman) do not have to have previous service as an Officer.
- e) If a nominee is unopposed for a position from the floor, that person shall be appointed the position with no vote necessary.

ARTICLE III
Officers

Section 1: President

The President of the Association shall serve as the Chairperson and shall have the following powers and duties:

- a) The President shall preside at all meetings of the Officers and the Spring and Fall Annual Meetings of the Assistants' Association.
- b) The President shall supervise the Association Officers.
- c) The President may assign the voted Association Officers to assist in various activities of the Association.
- d) The President shall be authorized to sign contracts which have received the approval of the Section.
- e) The President is responsible for completing the requirements set forth by The Section.
- f) The President is responsible for making financial decisions for the Association with the consultation of the other Officers.
- g) The President will not be able to cast a vote on issues decided on by the Officers, unless the Officers are divided and a deciding vote is needed.

Section 2: Vice President

- a) The Vice President shall keep or cause to be kept the minutes of all Association membership meetings.
- b) The Vice President shall assist the Section regarding updates to the Association membership directory, classification and job changes.
- c) The Vice President must record any Amendments to or changes in the Association Bylaws, and report such Amendments or changes to the Association and Section membership.
- d) The Vice President shall oversee and preside over the Officer position of Secretary.
- e) The Vice President shall be responsible for the reporting of the Association's finances at the Spring and Fall Meetings.

Section 3: Secretary

- a) The Secretary shall organize all education activities and present agenda to the Section.
- b) The Secretary shall be responsible for charitable activities.
- c) The Secretary shall be held responsible for creation and marketing of any Association fundraising activities.

Section 4: Tournament Chairman

- a) The Tournament Chairman shall organize all Assistants' Association tournaments, including but not limited to securing host sites, scheduling dates, and tournament details.
- b) The Tournament Chairman will work closely with Section Headquarters to ensure events are properly scheduled and conflicts are avoided.

Section 5: Honorary President

- a) The Honorary President shall remain an Officer for one year following his service as President.
- b) The Honorary President shall serve in an advisory capacity.
- c) The Honorary President position can be maintained by a member who has acquired a new job even if that new job does not classify them as an "Assistant".

Section 6: Vacancies

The following is a procedure for office vacancies during in-season. (In-Season is defined as starting at the Spring Meeting and ending at the Fall Meeting.)

- a) In the event of absence or temporary disability of the President, the Vice President shall perform the duties of the President. If the President resigns, dies, or becomes totally incapacitated, the Vice President will succeed him/her and become President for the remainder of the term of office. In the rare occasion that a vacancy of the President position occurs and there is no clear line of succession, The Section Board shall appoint an individual to be the President of the Assistants' Association.
- b) In the event of absence or temporary disability of the Vice President, the Secretary shall perform the duties of the Vice President. If the Vice President resigns, dies, succeeds the President, or becomes totally incapacitated, the Secretary shall succeed him/her and become Vice President for the remainder of the term of office.

- c) In the event of absence or temporary disability of the Secretary, the Tournament Chairman shall perform the duties of the Secretary. If the Secretary resigns, dies, succeeds the Vice President, or becomes totally incapacitated, the Tournament Chairman shall succeed him/her and become Secretary/Tournament Chairman for the remainder of the term in office.
- d) In the event of absence or temporary disability of the Tournament Chairman, the remaining Officers as a whole shall perform the duties of the Tournament Chairman. If the Tournament Chairman resigns, dies, or becomes totally incapacitated, the President shall appoint a Tournament Chairman for the remainder of the term in office. If the Tournament Chairman succeeds the Secretary, they will continue to perform duties of the Tournament Chairman position.
- e) Members attending the Assistants' Association Spring or Fall Meetings may remove an Officer with a 2/3-majority vote.
- f) Officers who receive a job position that no longer classifies them as an "Assistant" may not continue to serve the Association, and the above procedures will be applied.

ARTICLE IV **Membership**

Section 1: General

All membership issues and matters shall be governed by the Association Bylaws. To qualify for membership in the Assistants' Association, one must be primarily employed as defined by The PGA Bylaws and affiliated with the Section in one of the following classifications:

- a) "Active" PGA Class A-8 members of the Carolinas Section.
- b) Registered Apprentices of the Carolinas Section (have purchased Level 1 materials).
- c) PGM students that are employed at a recognized facility in the Carolinas Section and have met the following criteria set forth in the CPGA Tournament Rules & Regulations:
 - 1. PGM students must have attended or be currently attending an accredited PGM University by the PGA of America.
 - 2. Must be currently employed at a recognized facility within the Section.
 - 3. Must have passed their Playing Ability Test and have completed the Level 2 PGA checkpoint.
 - 4. Must have paid the Section current B-8 Apprentice dues.
 - 5. Must meet all other eligibility set forth in the Section Tournament Rules & Regulations.

Section 2: Meetings of Membership

- a) Two membership meetings shall be held annually, one in the spring and one in the fall. The attendance at all such meetings shall be limited to Association members or eligible Association members. The Association Vice President shall make notice of such called meeting at least 30 days prior to holding the meeting by e-mailing all members in good standing.
- b) Special Meetings - Special meetings of the Association membership may be called by the Officers when considered warranted by a situation which may affect the status of the Association or the welfare of its members adversely.

Section 3: Membership Dues

All members of the Association must pay the annual membership dues fee. The fee is currently \$30.00.

Section 4: Voting Membership

A voting member is any dues paying member of the Assistants' Association.

ARTICLE V **Tournament Rules and Regulations**

(The Association's current and approved *Tournament Rules and Regulations* are to be considered a corporate part of the Association's Bylaws.)

Section 1: Tournament Rules and Regulations

The Assistants' Association shall conduct all of its tournaments in accordance with the Section Tournament Rules and Regulations.

Section 2: Player of the Year Points System

- a) Stipulations:
 1. Members must participate in at least 3 Association-specific events to be eligible for POY (Assistant Professional Championship & CPGA Majors do not count as Association-specific).
 2. Any first place ties will be decided by a "chip-off" contest once all scores for the competition have been submitted. The details of the "chip-off" contest will be decided by the host professional, present board member, or other uninvolved party. For team events, each team member will participate in the "chip-off" and the team with the best chip will be declared the winner. All other ties will split purse and points.

b) Points breakdown

| <u>Assistants' Association</u> <u>Stroke Play Events</u> | | | <u>Assistant Professional</u> <u>Championship</u> | | | <u>CPGA Majors</u> <u>Carolinas, NC, SC Opens</u> | | |
|---|-----|------|--|-----|------|--|--|---------------------|
| 1 | 100 | pts. | 1 | 150 | pts. | | | <u>Top 10</u> |
| 2 | 80 | | 2 | 100 | | | | 50 points |
| 3 | 70 | | 3 | 90 | | | | |
| 4 | 60 | | 4 | 80 | | | | <u>Top 20</u> |
| 5 | 55 | | 5 | 70 | | | | 25 points |
| 6 | 50 | | 6 | 65 | | | | |
| 7 | 45 | | 7 | 60 | | | | <u>Make Cut</u> |
| 8 | 40 | | 8 | 55 | | | | 10 points |
| 9 | 35 | | 9 | 50 | | | | |
| 10 | 30 | | 10 | 45 | | | | Cannot "double-dip" |
| 11 | 25 | | 11 | 40 | | | | on points. |
| 12 | 20 | | 12 | 35 | | | | |
| 13 | 18 | | 13 | 30 | | | | |
| 14 | 16 | | 14 | 25 | | | | |
| 15 | 14 | | 15 | 20 | | | | |
| 16 | 12 | | 16 | 18 | | | | |
| 17 | 10 | | 17 | 16 | | | | |
| 18 | 8 | | 18 | 14 | | | | |
| 19 | 6 | | 19 | 12 | | | | |
| 20 | 4 | | 20 | 10 | | | | |

ARTICLE VI
Amendment Procedures

Section 1: Amendments by the Assistants' Association Officers

- a) The Bylaws may be amended at any Association Officers Meeting where there is a minimum of 3/4 of the Officers present (not including the President). A simple majority is needed for the affirmation of a resolution.
- b) The amendment must be presented to the Officers by a current Officer.
- c) For the amendment to be voted on or discussed, it must be "seconded" by another Officer.
- d) As a facilitator, the President shall have no vote unless his or her vote will break a tie.

Section 2: Amendment Proposed at Annual Spring and Fall Meetings

- a) Any member of the Association can propose an amendment to the Association Bylaws.
- b) The proposed resolution must be presented to the Association Officers no later than 30 days prior to the annual meetings.
- c) The voting membership shall receive a copy from the Vice President of the proposed resolution no later than 2 weeks prior to the Association annual meetings.
- d) The member submitting the resolution may discuss the resolution on the floor for no longer than 5 minutes.
- e) Any other member shall offer rebuttal or affirmation of the proposed resolution for no longer than 5 minutes.
- f) A 3/4 majority vote is needed for the passage of the resolution and the resolution will go into effect immediately after passage.

Section 3: Final Authority

The Section Board of Directors has the final authority over any Bylaw Amendment.

ARTICLE VII **Awards**

The Assistants' Association shall conduct its awards in accordance with the Section Special Awards Committee guidelines. (The Association's current and approved *Awards Policies* are to be considered a corporate part of the Section's Bylaws.)

Section 1: Carolinas PGA Assistants' Association Player of the Year

This award will be presented to the Association Member who accumulates the most points from participating in Association tournaments.

APPENDIX
Spring & Fall Annual Meetings

Section 1:

The following order of business shall be observed at the Spring & Fall Annual Meetings of the Assistants' Association:

1. Call to Order
2. Roll Call
3. Reading of the Minutes of the Previous Annual Meeting
4. Reading of the Minutes of any Officers' meetings since the last Annual Meeting
5. Report of the President
6. Report of the Vice President
7. Report of the Secretary
8. Report of the Section Representative
9. Report of the Tournament Chairman
10. Consideration of Old Business
11. Proposed Resolutions
12. Consideration of New Business
13. Election of Officers*
14. Oath of Office for Newly Elected Officers*
15. Open Forum
16. Adjournment

*Only for Fall Meeting

Section 2:

The following oath shall be administered to all Officers of the Association by a former President of the Association or a Section Headquarters representative:

“I, _____, as an Officer of the Assistants Association of the Carolinas Section, Professional Golfers' Association of America, do hereby affirm that I shall at all times adhere to and uphold the Association's and Section's Constitution, Bylaws, Rules and Regulations and that I shall otherwise conduct my activities in a manner that shall be in keeping with my position as an Officer of the Assistants Association of the Carolinas Section which shall reflect credit upon the Association, the Section and its Members.”