



PGA

Gateway Section

Assistants' Association

The Gateway PGA Assistants' Association

Constitution & Bylaws

Created February 2021
Updated June 2022

Article I

Name, Boundaries, Purpose

Section 1: Name

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

Section 2: Boundaries

The geographical territory of the Association is the Eastern portion of Missouri and the Southern portion of Illinois.

Section 3: Mission Statement

The Assistants' Association is a division of the Gateway 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 Gateway PGA 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 in 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 Section.

Section 2: Powers

The Association's power 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 and Tournament Chairman.
- B. The Association will be led by the three Officers, two At Large Committee Members and the Secretary of the Gateway PGA Section (non-voting).
- C. 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. 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 will begin serving immediately following the Annual Fall Meeting during voting years of the Section. The Gateway PGA Section President will appoint and or approve the Assistants' Association President.
- B. All candidates for an Officer position shall be nominated by submitting a nomination letter or email. The Assistants' Association Officers will communicate the list of nominees to the entire Assistants' Association membership no later than 2 weeks prior to the Annual Fall Meeting. If there is only one nominee for any office at the time of the election, oral nominations for such office may be made from the floor of the Fall Meeting. If no additional nominations are made, the sole nominee shall be appointed the position.
- C. An Officer may not serve the same position in consecutive terms unless appointed by the Section Board of Directors.
- D. A candidate for President must have previously served one term in another officer position (Vice President or Tournament Chairman).

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 Meeting 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 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 by the Officers, unless the Officers are divided, and a deciding vote is needed.
- H. The President shall organize all educational activities and present agenda to the Section.

Section 2: Vice President

- A. The Vice President shall keep 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 Tournament Chairman.
- E. The Vice President shall be responsible for the reporting of the Association's finances at Meetings.
- F. The Vice President shall be responsible for charitable activities.
- G. The Vice President shall be held responsible for creation and marketing of any Association fundraising activities.

Section 3: 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 avoided.

Section 4: Vacancies

Procedure for Office vacancies:

- 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, becomes totally

incapacitated, or becomes ineligible to serve, the Vice President will succeed him/her and become President for the remainder of the term of office.

- C. In the event of absence or temporary disability of the Vice President, the Tournament Chairman shall perform the duties of the Vice President. If the Vice President resigns, dies, succeeds the President, becomes totally incapacitated, or becomes ineligible to serve, the Tournament Chairman shall succeed him/her and become the Vice President 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, becomes totally incapacitated, or becomes ineligible to serve, the President may take action as provided in item “H.”
- E. If any Officer should change employment to a classification that is not eligible to participate in Assistants’ Association events, they will resign their position as an Officer effective the date of their classification change.
- F. Any successor will assume the remainder of the current two-year term and will be allowed to run for election to that same position the following term if they wish to do so.
- G. Members attending the Assistants’ Association Meetings may remove an Officer with $\frac{2}{3}$ majority vote.
- H. The President, with approval of the other Officers, may at any time make a new appointment to fill a vacancy for the remainder of the current term. However, the vacancy is not *required* to be filled, if the Officers so wish, until the next election.

Note: In the event of multiple vacancies, occasions with no clear line of succession, or any other occasion with no clear solution, the Section Board of Directors shall appoint the individuals to fill Officer vacancies.

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 Gateway Section in good standing.
- B. Registered Associates of the Gateway Section (have purchased Level 1 materials) in good standing.
- C. Registered Pre-Qualifiers of the Gateway Section who have not yet completed the Qualifying Level Courses and are not yet eligible to register and purchase Level 1 Associate materials.

D. PGM students that are employed at a recognized facility in the Gateway Section and have met the following criteria:

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.

Section 2: Meeting of Membership

- A. 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 emailing all members in good standing.
- B. 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 \$40.00.

Section 4: Voting Membership

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

Article V

Tournament Rules and Regulations

Section 1: Section Alignment

The Assistants' Association shall conduct all of its tournaments in accordance with the Section Tournament Rules and Regulations and any additional provisions set forth in this Article V.

Section 2: Education Attendance

For any Assistants' Association tournament which includes an educational seminar or activity, attendance by those participating in tournament play will be mandatory and the following provisions shall apply:

- A. If an event participant is late to an educational activity by 30 minutes or more, they will not receive MSR credit for attending.

- B. If an individual shows up to a tournament and is late or absent from any included educational activity for a second time, they will forfeit their right to be a competitor in the tournament.

Section 3: Philbrick Cup

The Philbrick Cup is an annual competition between the South Central and Gateway Sections of the PGA. Players finishing inside the top ten of the Gateway PGA Assistant's Player of The Year points will qualify for the "Ryder Cup" style event. The Assistant's Association President will serve as Captain and have one Captain's pick for the team of 12.

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 $\frac{3}{4}$ of the Officers present. 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.

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 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 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 $\frac{3}{4}$ 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.

Appendix Spring & Fall Annual Meetings

Section 1:

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

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

* Only for the Fall Meeting during election years

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 Gateway 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 Gateway Section which shall reflect credit upon the Association, the Section and its Members."