

**THE ASSISTANTS' ASSOCIATION OF
THE NORTHEASTERN NEW YORK SECTION
PGA**

BYLAWS AND REGULATIONS

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ARTICLE I GENERAL

Section 1. Mission Statement

The Northeastern New York PGA Section's Assistants' Association is a subsidiary of the Northeastern New York Section of the PGA. Its mission is to create an environment, through education and training, which shall improve the skill level and effectiveness of assistant professionals in their career pursuits within the golf industry.

Section 2. 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 Northeastern Section PGA (The Section).

The Section Board of Directors via policy, have full and complete authority over the Assistant's Association from the establishment of it to the disbandment of it, if it is ever deemed necessary.

ARTICLE II SECTION ALIGNMENT

Section 1. Assistants' Association Bylaws

As a subordinate of The Section, the Assistants' Association may conduct business in accordance with The Constitution, Bylaws and Regulations of The Section that shall not be inconsistent or at variance with the Constitution, Bylaws and Regulations of either The Section or The PGA of America (The PGA).

In matters involving emergencies, the good of the Association or the Section's Board of Directors shall have complete and final authority.

ARTICLE III MEMBERSHIP

Section 1. Membership

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. PGA Class A-8 Members
- b. Registered PGA Apprentice
- c. Registered NENY PGA Pre-Apprentice

Section 2. Rights & Privileges

Any member of the Assistant's Association has the right to attend Assistant Association's education programs, play in Assistant Association Series events, vote in elections and hold office on the Assistant's Association Board.

Rights of Suspended Assistant's

Suspended apprentices or Members not in good standing shall lose all rights and privileges to play in Assistant's Association Series events in accordance with tournament administration procedures established by the PGA of America and the Sections.

Suspended apprentices or Members not in good standing shall lose all rights regarding voting privileges and the ability to hold an office seat on the Assistant's Association Board of Directors.

ARTICLE IV OFFICERS

Section 1. Composition

The Board of Officers will be comprised of the President, Vice President, and Secretary.

Section 2. Terms, Appointments, and Elections

- a. The officers shall be elected to one-year term and shall be elected via electronic vote to be completed one week prior to the Assistants' Association Annual Fall Meeting.
- b. The officers shall serve a maximum of two, consecutive one-year terms in the same office, unless the Section Board of Directors makes the appointment.
- c. All candidates for the position of President, Vice President, and Secretary shall be nominated by submitting a nomination letter containing the signature of one sponsoring member in good standing of The Section. The nomination letter must be postmarked by September 1st and sent to the Board of Directors of the Assistants' Association.
 - a. All candidates must provide the Board of Directors with supporting digital campaign materials (if they wish to do so) and bio's by September 15th.
 - b. The Board of Directors via section staff will distribute all said materials to the membership by September 20th.
- d. A candidate for President must have served one year as an Officer of the Assistants' Association.
- e. A candidate for Vice President must have served one year as a member of the Assistants' Association Board of Directors.
- f. President automatically becomes Honorary President.
- g. In the occasion there are no eligible candidates based on Article IV, Section 2.d.e other nominations will be permitted.
- h. In the rare occasion that a vacancy occurs in the Assistants' Association Board of Directors and there is no clear line of succession, The Section Board of Directors shall appoint an individual to be the President of the Assistants' Association.

Section 3. President

The President shall serve as a chairperson for the Assistants' Association and shall have the following responsibilities

- a. The President shall preside at all meetings of the Assistants' Association Board of Directors including the Spring and Fall meetings of the Assistants' Association membership.
- b. The President shall supervise the Assistants' Association Board of Directors and any committee of the Assistants' Association.
- c. The President is responsible for completing the requirements set forth by The Section Subsidiary Responsibilities – for convenience printed separately.

- d. The President is responsible for updating and relaying information to the Assistants' Association via the section webpage, weekly e-mails, handbook, and other communication vehicles.
- e. The President in collaboration with the other officers will appoint Three Directors to assist in various activities of the Assistants' Association.
- f. The President shall hold a non-voting seat on the Section Board of Directors as a representative of the Assistant's Association.

Section 4. Vice President

The Vice President is primarily responsible for reporting the financials of the Assistants' Association.

- a) The Vice President will oversee and assist the Tournament Director and the Sponsors and Marketing Director
- b) At the annual Spring and Fall meetings, provide the Assistants' Association members with the financial Profit/Loss statements relative to assistant activity.

Section 5. Secretary

The Secretary is primarily responsible for recording the Minutes of the Assistants' Association.

- a. The Secretary must provide a summary of the meetings held by the Assistants' Association Board of Directors to the section office and to the Assistants' Association Board of Directors within 10 days of the meeting date.
- b. At the annual meetings, provide the membership of the Assistants' Association with a member count of Apprentices, Class A, and Suspended.
- c. At the annual meetings, alert the membership of the Assistants' Association to newly elected assistants, assistants obtaining head professional positions, and newly registered apprentices.
- d. The Secretary will oversee and assist the Education/Communication Director.
- e. The Secretary will welcome any newly registered apprentices within the section.

Section 6. Honorary President

The Honorary President is primarily responsible for cultivating new leadership for the Assistant's Association.

- a.

Section 7. Vacancies

- a) Procedure for 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, temporary disability, or suspension 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.

- b. In the event of absence, temporary disability, or suspension 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/Secretary for the remainder of the term of office.
 - c. In the event of absence, temporary disability, or suspension of the Secretary, the Vice President shall perform the duties of the Secretary. If the Secretary resigns, dies, or becomes totally incapacitated, the Vice President shall become Vice President/Secretary for the remainder of the term of office.
 - d. Members attending the Assistants' Association Fall Meeting may remove an officer of the Board with a 2/3-majority vote.
- b) Procedure for filling positions during the off-season. (Off-season is defined as from the Fall Meeting to the Spring Meeting.)
- a. President shall be succeeded by the Vice President.
 - b. Vice President shall be succeeded by the Secretary.
 - c. Secretary will be appointed by the current officers of the Board of Directors.
 - d. If there are still vacancies in the officers of the Board of Directors, the current Officers on the Board will determine who will fill the vacancies.
 - e. If there is no one left to fill the Officer positions of the Assistants' Association, the Section Board of Directors will appoint the President. The President will then follow Article IV Section 6.b.d.

ARTICLE V BOARD OF DIRECTORS

Section 1. Composition

The Assistants' Association Board of Directors shall be composed of:

- a. President
- b. Vice President
- c. Secretary
- d. 3 Directors (Education & Communication; Tournament; Sponsorship & Marketing)
- e. 1 Honorary President

Section 2. Powers and Duties

The Assistants' Association Board of Directors shall be entrusted with the management of the Assistants' Association.

Section 3. Election and Service

- a) The Board of Officers of the Assistants' Association will appoint the three Director positions for one-year terms within 30 days of the fall meeting. The Director positions can be re-appointed for multiple terms with no maximum terms.
 - a. The Three Director positions will be
 - i. Education/Communication Director
 - ii. Tournament Director
 - iii. Sponsors and Marketing Director
- b) Although not recommended, an Officer on the Board of Directors may hold one of the three director's positions only if the Director position cannot be filled.

Section 4. Vacancies

The following is the procedure for filling vacancies for any reason in the Directors appointments

- a) The President of the Assistants' Association with the approval of the Assistants' Association Board of Directors will make the new appointments.
- b) The successor will assume the remainder of the one-year term.
- c) If the Honorary President position becomes vacant, it shall remain vacant until the next election.

ARTICLE VI AMENDMENT PROCEDURES

Section 1. Amendments by the Assistants' Association Board of Directors

- a) The Bylaws may be amended at any Board Meeting where there is a minimum of 2/3 of the Board of Directors present. A simple majority is needed for the affirmation of a resolution.
 - a. The amendment must be presented to the Board of Directors by an Officer, Director, or Honorary President.
 - b. For the amendment to be voted on or discussed it must be "seconded" by another member of the Board of Directors.
- b) As facilitator, the President shall have no vote unless his vote will break a tie.

Section 2. Amendment proposed at Annual Spring and Fall Meetings

- a) Any member of the Assistants' Association can propose an amendment to the Assistants' Association Bylaws
- b) The proposed resolution must be presented to the Assistants' Association Board of Directors no later than 45 day prior to the Annual Meetings.
- c) The voting membership shall receive a copy of the proposed resolution no later than 30 days prior to the Assistants' Association Annual Meetings.
- d) The member submitting the resolution may discuss the resolution on the floor for no longer than two minutes.
- e) Any other member shall offer rebuttal or affirmation of the proposed resolution for no longer than two minutes.
- f) A 2/3-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 TOURNAMENT RULES AND REGULATIONS

Section 1. TR&R

The Assistants' Association shall conduct all of its tournaments in accordance with The Section TR&R, for convenience printed separately.

ARTICLE VIII ANNUAL MEETING

Section 1. Annual Meetings

The Assistants' Association shall conduct one annual meeting in the Fall. There shall also be a Spring Meeting to conduct business, convey information, and present yearly schedules.

Section 2. Special Meetings

The Board of Directors may call special meetings of the Assistants' Association at any time; or by a petition signed by fifty-one percent of the membership and forwarded to the secretary.

Section 3. Notice

At least thirty days prior to holding the Annual Meeting, a written notice shall be sent by the Secretary to all members in good standing. Notice for the Spring Meeting shall be timely and give to the Membership in writing.