***RULES AND BY-LAWS***

***of the***

***CENTRAL GEORGIA SENIOR GOLF ASSOCIATION***

**ARTICLE I: Name**

The name of the association will be “Central Georgia Senior Golf Association” here in after referred to as the CGSGA or the Association.

**ARTICLE II: Purpose**

The purpose of the association shall be to promote fellowship and friendly competition in golf among Georgia senior golfers in the Central State.

**ARTICLE III: Membership**

***Section A - Eligibility***

Any male resident of the middle Georgia area who is 55 years of age or older, holding amateur status, may submit an application for membership.

***Section B - Termination of Membership***

* If a member has not paid his annual dues by May 31, he will be delinquent and his membership will be automatically terminated.
	+ Exceptions may be made due to extenuating circumstances such as illness.
* If any member’s action or conduct are cause for complaint (e.g. excessively and repeated slow play) and these charges are brought before the Board of Directors, he will be given a chance to be heard by the Board. The Board’s decision will be final and he will be notified by the Secretary.

**ARTICLE IV: Administrative Officers**

There shall be three administrative officers, The President, the Vice President-Tournament Director, and the Secretary-Treasurer. The Administrative Officers shall be responsible for the day to day operations and financial management of the Association. The duties of these positions may be consolidated under a single individual as necessary.

***Section A - President***

The President shall be responsible for the overall management of the Association and is responsible for equal application of Association rules to all CGSGA members.

* The President will normally only serve two (2) consecutive one year terms in his position.
	+ This requirement may be waived by a majority vote of the CGSGA membership.

Other duties of the President include but are not limited to the following. The President shall:

* Be the presiding officer at all meetings of the membership and the Board of Directors (BOD).
* Publish the monthly newsletter.
	+ The newsletter shall be published and distributed not less than fourteen (14) days prior to the next scheduled tournament.
	+ The draft newsletter will be provided to the President by the Tournament Director.
* Serve as the Chairman of the Tournament and Golf Rules Committee (see Section VI) each month and assist the Tournament Director in his duties.
* Assist other Administrative Officers, or members of the BOD as needed.
* Conduct a short business meeting prior to the start of each monthly Association tournament for the purpose of:
	+ General announcements regarding the conduct of that day’s tournament.
	+ Obtaining approval from membership for changes made by the BOD to the by-laws.
	+ Identification of new members and guests of the Association and acknowledgement of the member or members who brought them to the tournament.
	+ Identification of any special accomplishment such as a hole-in-one.
	+ Special acknowledgement of members who may be ill or have died or have family members who may be ill or have died.
* He shall chair a quarterly board meeting.

***Section B - Vice President-Tournament Director***

* *Vice President*

He shall serve as President in all of the capacities outlined above in the event the President cannot serve. He shall perform the duties of the Tournament Director.

* The Vice President will normally only serve two (2) consecutive one year terms in his position.
	+ This requirement may be waived by a majority vote of the CGSGA membership.
* *Tournament Director*

The position of the Tournament Director shall be the responsibility of the Vice President. The Tournament Director is responsible for organizing and conducting the Association golf tournament as directed by the Tournament and Rules Committee. The Tournament Director shall:

* Prepare all of the documents required to conduct the tournament to include but not limited to tournament pairing sheet and tournament score cards
* Provide the selected tournament course with the number of players registered for the tournament not less than 24 hours prior to the start of the tournament.
* Arrive at lease 1 ¼ hours prior to the start of the tournament to register tournament players
* Collect score cards after the conclusion of the tournament
* Validate score cards and determine winners
* Brief the President and update the database
* Provide a report to the Secretary-Treasurer with the number of participants, withdrawals, and a breakdown of miscellaneous expenses incurred.
* Maintain complete and accurate records of all transactions occurring in the connection with monthly tournaments and provide that information to the Secretary-Treasurer.
* Prepare a draft of the monthly tournament newsletter documenting results and other pertinent information
	+ The draft newsletter to should be presented to the President for approval and publication.
	+ After approval and publication the newsletter shall be provided to the Webmaster for publication on the Association Website.

***Section C – Secretary-Treasurer***

* The Secretary-Treasurer will normally only serve four (4) consecutive one year terms.
	+ This requirement may be waived by a majority vote of the BODs.

The Secretary shall:

* Prepare and maintain minutes of the meetings of the Board of Directors
* These minutes shall accurately reflect all actions taken by the BOD relating to Association business.
* These minutes will be kept in the Association’s permanent record which will be turned over to succeeding administrations each year.
* Maintain the by-laws of the Association
* Maintain the individual records database in accordance with Article VIII, Section A of these Rules and By-Laws
* Assist the President and/or Vice President-Tournament Director with the conduct of the tournament and arrangement of catering or eating facilities for each tournament as required.
* Maintain a current database of all members of the Association.
* The database shall reflect all pertinent information on each member such as member pairing preferences, E-Mail address, date of birth, address phone number and other information as deemed necessary.

The Treasurer shall:

* Maintain complete and accurate records of all funds on hand or on deposit which belong to the Association.
	+ Maintain accurate financial records of all receipts and expenditures
	+ Provide a statement of these accounts to the BOD at each meeting.
	+ Prepare a financial report annually at the end of the calendar year which he will present to the board.
* Be responsible for receipts and distribution of all funds of the Association.
* Draw checks against Association funds for Association expenditures.
* Pay the golf course after each tournament after confirming the number of players.
* Pay the caterer or restaurant after verifying the number of players eating either through taking a head count or counting meal tickets
* Within one week following each tournament provide the President and the Webmaster with an updated report of the current credit balance for all members of the Association.

***Section D – Webmaster***

The Webmaster shall be a voluntary position. It is recommended that person performing this task has the skillset and desire to serve in this capacity.

The Webmaster shall:

* Create and update a website to provide information to the CGSGA Membership and to attract new members to the Association such as;
	+ An on-line membership application
	+ Dates, times, location and directions to future tournaments
	+ An on-line newsletter to announce tournament points winners and close up winners
	+ A current member credit balance sheet

**ARTICLE V: Board of Directors (BOD)**

The Board of Directors shall consist of the President, the Vice President-Tournament Director, the Secretary-Treasurer and two additional elected Directors.

* Two members of the BOD should be selected from outside the Macon area.
* The two Directors will normally serve no more than four (4) consecutive one years terms.
	+ The requirement may be waived by a majority vote of the other members of the BOD

***Section A – Duties and Responsibilities***

* The President shall convene a meeting of the BOD no less than four times (4) per year for reviewing the progress of the Association. The meeting will examine the following matters:
* Minutes of the previous meeting.
* Committee reports.
* Complaints and/or suggestions, if any.
* Any new business.
* The Board of Directors shall interpret and apply all matters relative to the by-laws.
* They shall establish overall policy of the Association.
* They shall fill all vacancies which may occur in the membership or on the Board between elections.
* They shall hear any complaints and be the final arbiter of such matters.
* They may employ such outside assistance as necessary to accomplish the stated goals of promoting and producing monthly tournaments.

***Section B - Voting Procedures***

Meetings of the Board shall be called by the President or the Vice-President in his absence. A quorum (3 Members) of the Board must be present to conduct the affairs of the Association.

**ARTICLE VI: Tournament and Golf Rules Committee**

The Tournament and Golf Rules Committee is responsible for planning the monthly Association tournaments.

* The President is the Chairman of the Tournament and Golf Rules Committee.

The Tournament and Golf Rules Committee shall:

* Provide guidance and support to the Vice President-Tournament Director.
* Shall determine the rules for which all tournaments will be governed and render a decision on any violation(s) of same.
* Be made up of Association Officers and Association members as deemed necessary by the Chairman.
* Provide the Board of Directors with a planned program of events for the year.
	+ The program can be in general terms but shall be updated when final plans are developed.
	+ Plans for each subsequent year should be complete by October 31st.
* Shall develop a written plan for notifying all members who are registered participants of an event cancellation for whatever reason (rain, course conditions etc.)

**ARTICLE VII: Revenue**

***Section A - Sources***

* Annual dues for CGSGA membership will be $20
	+ The BODs may modify this policy at any time.
	+ The golfing calendar runs from 1 April through 31 March.
	+ Applications may be made either by filling out the on-line version found on the website or by filling out a hard copy which can be obtain from a member of the BODs.
* Each member shall be charged green fees in the amount of $30 for each tournament
	+ Green fees may be defrayed by the used of credit received in award for tournament play (See Article VIII, Section C.)
* Revenue from tournaments will be accounted for by the Secretary-Treasurer in accordance with the duties outlined in Article IV, Section C.

***Section B - Disbursements***

* The Secretary-Treasurer shall pay all standard expenses of the Association (e.g. golf course green fees and restaurant and/or caterer fees).
* The Secretary-Treasurer shall reimburse all miscellaneous expenses incurred in the conduct of the monthly tournaments (e.g. stamps, paper, etc.) to the officer who incurred the expense.
* The President and Vice President-Tournament Director will execute and maintain bank signature cards in the event that the Secretary-Treasurer is unable to fulfill these duties.

***Section C - Other Authorized Uses***

* Association funds may be used to defray regular tournament costs such as the purchase player lunches, Association hats, or skill prizes.
* At the discretion of the BOD, the Association may use excess funds to stage a “Year End Tournament” for those CGSGA members who have participated in six (6) or more tournaments during the calendar year.

**ARTICLE VIII: General**

***Section A – Changes to the By-Laws.***

* Proposed changes to these bylaws shall be approved by a majority vote of the Board of Directors.
* The President shall distribute proposed changes to the membership either through E-Mail or the US Postal Service for review prior to the next Association Tournament after the changes are approved by the BOD
* The President will then request approval from the Association Members in the short business meeting that he must hold prior to each tournament by up or down vote.
* Upon membership approval by majority vote the proposed changes will become part of Official By-Laws of the Association.

***Section B – Pairing Arrangements.***

In order to arrive at some measure of equity regarding pairings for Association events those members who desire to play together will be granted this privilege.

* When pairing desires are known every effort will be made by the Vice President-Tournament Director to arrange the tournament foursomes in the desired pairings. However;
* If less than four persons listed in a preferred pairing request are participating the Tournament Director will assign other members to make a foursome.
	+ Every effort will be made to complete a foursome with players of like ability based upon the number of points their required to pull at the event.
* A new members will be given the opportunity to state his paring preferences when they complete their initial Association Application Form.
* At any time a current members may request additions or changes to their paring preferences
* Members without identified parings will be paired by the Tournament Director based upon the number of points their required to pull at the event.

***Section C – Awards.***

* The Association membership will be evenly divided into three “Flights” based on the number of points a player must achieve during the tournament.
	+ The distribution among the three flights is made to keep a roughly equal number of players within each flight
	+ Current distribution will be posted to the website
	+ The BOD may direct a redistribution of players if the number of players in a any group exceeds the other groups by a significant amount
* There will be four winners identified in each flight. Association Tournament winners will be awarded a credit with the amount determined by the order of finish.  Credits will be allocated as follows:
	+ 1st Place: $30 credit
	+ 2nd Place: $20 credit
	+ 3rd Place: $10 credit
	+ 4th Place: $5 credit
* Skill Prizes: Each Association Tournament will include prizes for Closest to the Pin on each Par 3 hole at the tournament course.
	+ Unless otherwise specified the winners of the Closest to the Pin skill prize will be given $10 credit to be used at a future tournament.
	+ The Tournament Director may substitute other prizes, such as golf balls, at his discretion.
	+ The Tournament Director may offer other types of skill prizes such as “Longest/Straightest Drive” at his discretion.
* New members
	+ Points requirement and flight assignments will be determined by the number of points achieved at his first tournament
	+ New members will be eligible for skill prizes during their first tournament
* Expiration of Credits:
	+ Credits award at an Association tournament will expire ninety (90) day after they are a awarded.
* Birthday Credits: Each member automatically receives a $5 credit during the month of their birthday.
	+ Birthday credits are only valid during for the tournament held during your birth month.

***Section C – Rules of Play.***

CGSGA Association Tournaments will be conducted in accordance with the most current addition of the USGA Rules of Golf and any local rules established by the selected course and documented on their score card.

* The Vice President-Tournament Director and the Tournament and Golf Rules Committee may establish “local rules” which will apply for the conduct of Association Tournaments.
	+ Association Local Rules will be posted on the Association Website.

***Section D – Pace of Play.***

For the purposes of the CGSGA slow play means that there are one or more open holes in front of a group and that the gap is not closed within the play of three holes.

* Association members are encouraged to ask slow players or groups to pick up the pace before submitting a complaint to an Association Officer.
	+ When a complaint is necessary please contact an Association Officer during the event so that every effort can be made to correct the problem during the tournament.
* In the event that an Association Officer observes or receives a complain of slow play the following procedure may be implemented:
	+ The slow group will be issued a warning and asked to pick up the pace of their play. If the offending group fails to improve their speed of play they will;
	+ At the next tournament be positioned in the starting sequence so they may be observed by one or more members of the Tournament and Golf Rules Committee at the next tournament. If the offending group still fails to improved their speed of play they will;
	+ In extreme cases where it becomes evident that a specific a group will be unable or unwilling to improve their speed of play the BOD of directors may;
		- Suspend their preferred pairing privilege and assignment to different groups or;
		- Terminate their membership in the Association and refund a pro-rated amount of their membership dues.