

*MISGA CLUB
REPRESENTATIVES
HANDBOOK*



**MARYLAND INTERCLUB SENIORS
GOLF ASSOCIATION**

Founded 1975

CONSTITUTION

BYLAWS

and

**HANDBOOK FOR MISGA CLUB
REPRESENTATIVES**

Edition – 2007



TABLE OF CONTENTS

CONSTITUTION	1
ARTICLE I - NAME	1
ARTICLE II - PURPOSES.....	1
ARTICLE III - MEMBERSHIP	1
A. MEMBER CLUB.....	1
B. ASSOCIATES	2
C. DUES AND FEES	2
ARTICLE IV - ADMINISTRATION	2
A. BOARD OF DIRECTORS	2
B. OFFICERS	2
C. ANNUAL MEETING	3
ARTICLE V - AMENDMENTS.....	3
ARTICLE VI - DISSOLUTION.....	3
BYLAWS	4
SECTION I - BOARD OF DIRECTORS	4
SECTION II - ELECTION OF PRESIDENT AND VICE PRESIDENT	4
SECTION III - ELECTION OF DIRECTORS	5
SECTION IV - ANNUAL MEETING.....	7
SECTION V - BOARD & OFFICERS DUTIES	8
A. BOARD.....	8
B. PRESIDENT.....	8
C. VICE PRESIDENT.....	8
D. SECRETARY	9
E. TREASURER	9

F.	GENERAL COUNSEL	10
SECTION VI - COMMITTEE DUTIES.....		11
A.	ASSOCIATES COMMITTEE.....	11
B.	AUDIT COMMITTEE.....	11
C.	BUDGET COMMITTEE	11
D.	INTERCLUB ACTIVITIES COMMITTEE	11
E.	CLUB MEMBERSHIP COMMITTEE.....	12
F.	POLICY AND PLANNING COMMITTEE	13
G.	MISGAGRAM COMMITTEE	14
H.	TOURNAMENT COMMITTEE	14
I.	EVENTS COMMITTEE	15
J.	HISTORY COMMITTEE	16
K.	RULES & HANDICAP COMMITTEE	16
L.	WEB SITE COMMITTEE	16
SECTION VII - CLUB REPRESENTATIVES		16
SECTION VIII - DIVISIONS		17
SECTION IX - CODE OF CONDUCT		19
A.	GENERAL.....	19
B.	SCOPE OF THE CODE.....	19
C.	ADMINISTERING THE CODE	19
SECTION X - SANCTIONS & PENALTIES		20
SECTION XI - DISMISSAL OF ASSOCIATE		21
SECTION XII - AMENDMENTS		21
THE GUIDELINES		22
SUMMARY		22
	<u>Selection of Representative</u>	22
	<u>Term of Office</u>	22
	<u>Performance in Office</u>	22
	<u>Member Club Dues</u>	22
	<u>Associate Dues and Electronic Roster</u>	22
	<u>Mixer Responsibilities</u>	23

<u>Home Mixers</u>	23
<u>Mixer Fees</u>	23
<u>Away Mixers</u>	23
<u>Club Representative Training</u>	24
<u>Division Tournaments</u>	24
<u>MISGA Tournaments</u>	24
<u>Record Keeping</u>	24
<u>Meetings</u>	25
<u>Responsibilities to Successor</u>	25
<u>Leadership</u>	25
<u>Future Leaders</u>	25
<u>Fiscal Management</u>	25
<u>Helpful Hints</u>	25
 ROSTER MAINTENANCE	27
 FISCAL CONDUCT OF MISGA GOLF TOURNAMENTS & SPECIAL EVENTS	28
 MISGA AWARDS PROGRAM	31

CONSTITUTION

ARTICLE I - NAME

The name of this corporation shall be *Maryland Interclub Seniors Golf Association Inc.*, which may hereinafter be referred to as the "*Association*" or as "*MISGA*."

ARTICLE II - PURPOSES

MISGA is a non-profit, non-stock association with no part of its income inuring to the benefit of any member, hereinafter referred to as an "Associate." It was founded in 1975 to develop greater interest, enjoyment, communication and participation in golf by senior members of golf clubs in the State of Maryland and adjoining areas. Its goal is to foster friendships and camaraderie through tournaments and mixers on a host and guest basis, and to provide an opportunity to play at other member golf and country clubs.

ARTICLE III - MEMBERSHIP

A. MEMBER CLUB

1. A Member Club is any golf or country club in the State of Maryland or adjoining areas approved by the Board of Directors. The Club must be a member of and rated by the United States Golf Association (USGA).
2. Each Member Club will have an organization of seniors that will elect or otherwise select a Club Representative (Rep) who shall serve as the Club's authorized representative for MISGA affairs.
3. A club applying for membership must satisfy the guidelines referred to in Section VI, E, 2 of the Bylaws.
4. Club membership may be terminated for failure to comply with the purposes and policies of MISGA by a majority of all voting members of the Board.

B. ASSOCIATES

MISGA associate is a person who has attained the age of fifty (50), is a golf member in good standing in a MISGA member club under the normal and usual conditions for membership established by that member club, has paid the MISGA associate dues, and if such member club has a senior men's organization through which members become MISGA Associates, remain in good standing in that senior men's organization.

C. DUES AND FEES

Continued membership of Clubs and Associates is contingent upon payment of such fees, dues, and other charges as may at any time be established by the Board of Directors.

ARTICLE IV - ADMINISTRATION

A. BOARD OF DIRECTORS

The Association and its affairs, properties, and assets shall be under the management and control of the Board of Directors.

The Board shall consist of the elected Division Directors and Assistant Division Directors from each Division, each having one vote, and the appointed Secretary, Treasurer and Standing Committee Chairmen, who are non-voting members.

The regular term of office for Division Directors and Assistant Division Directors shall be four (4) years. No individual shall serve more than four consecutive years as a voting member of the Board. There must be at least a one-year absence from voting office before the individual may return to a voting position on the Board.

B. OFFICERS

The officers of the Association are President, Vice President, Secretary, and Treasurer.

C. ANNUAL MEETING

A meeting of Club Representatives, chaired by the President and attended by the Board members shall be held annually for the conduct of any business within the Association's powers.

ARTICLE V - AMENDMENTS

- A.** A motion to repeal, amend, or adopt the Articles of Incorporation or Constitution must first be approved by two thirds of all the voting members of the Board of Directors. The proposed motion must be furnished to all voting Board members at least fifteen (15) days in advance of the meeting at which the motion is to be proposed.
- B.** If approved, the motion must then be submitted to the next Annual Meeting of the Club Representatives. The motion, and pertinent information, is to be submitted to the Club Representatives at least fifteen (15) days before the date of the Annual Meeting.
- C.** An affirmative vote of two thirds of the Club Representatives present at the Annual Meeting makes the motion an act of the Association.

ARTICLE VI - DISSOLUTION

- A.** Upon dissolution of MISGA the assets of the Association shall be distributed to such charitable organizations as are listed in Section 501-c3 of the Internal Revenue Code of 1954, as amended.
- B.** Voluntary dissolution of MISGA requires an affirmative vote of a majority of all Club Representatives entitled to vote.

END OF THE CONSTITUTION

BYLAWS

These Bylaws are promulgated to facilitate managing the affairs of the Association.

SECTION I - BOARD OF DIRECTORS

- A.** The Board shall meet not less than three (3) times each year at such time and place as the Board shall determine.
- B.** A quorum of voting members of the Board must be present to transact any business. A majority vote of the voting members present is required on all actions, except where a majority of all voting members is required by the Constitution or Bylaws.
- C.** Board members who are also Committee Chairmen shall exempt themselves from voting on matters pertaining to the activities of their committee.
- D.** The President may call a special meeting of the Board as may be deemed necessary for conduct of the business of the Association. The President shall provide notice of the purpose of such meeting to all Board members no less than fifteen (15) days prior to the date thereof.
- E.** *Robert's Rules of Order* will be used in conducting the business of the organization.

SECTION II - ELECTION OF PRESIDENT AND VICE PRESIDENT

- A.** As the last order of business of the final Board meeting of the calendar year, the incumbent Vice President shall become President and assume his duties immediately by accepting the gavel and call for the election of a new Vice President. In the event a Division has two candidates eligible for the office of Vice President, the Division is responsible for selecting which person that shall be elevated to this office.

B. In the event, that the numerically sequential Division will not have a Director with two years remaining at the December meeting the following options shall be implemented in order:

1. The Assistant Director may request that the board grant a one-year interruption of service in his board term, subject to board approval. This must be requested at or prior to the December meeting one year in advance of the meeting at which he becomes the Vice President. The Division will provide a stand-in.

2. The New Assistant Director, elected to replace the Existing Director on January 1, may be elected at the December meeting to take the office of Vice President effective January 1 of the next year.

3. The Division may pass to the next consecutive Division. Notification by the Division Director to the President, stating option 2 has been selected. This must be done prior to September 1 of the year the VP is elected. Failure to inform the president means option 3 has been selected. The request for option 1 serves as notification.

SECTION III - ELECTION OF DIRECTORS

A. The Club Representatives of each Division shall be represented on the Board of Directors by a Division Director and a Division Assistant Director, both of whom shall be voting members of the Board. The Assistant Director shall be elected by the Division's club representatives, and shall automatically succeed to the Director position whenever that position becomes vacant. It is intended that the terms of Director and Assistant Director shall not coincide. (See SECTION VIII, C)

B. When the Director's term expires, the Assistant Director shall automatically succeed him and a new Assistant Director shall be elected.

1. In the event that the Division Director leaves office prior to the expiration of his term, the Assistant Director shall automatically succeed to that position and serve until he has completed his four (4) year term as a voting member of the Board. The Division's club representatives shall elect a new Assistant Director.

2. In the event that the Assistant Director leaves office prior to the expiration of his term, the Division shall elect a new Assistant Director who shall assume office immediately. The calendar year in which he assumes office shall be considered the first year of his four (4) year term.
 3. A Director or Assistant Director may be removed from office for failure to perform the duties of his office. Upon receipt of a petition signed by at least one half of the club representatives of the affected Division, the MISGA President shall hold a hearing within thirty days at an appropriate location within that Division. Attending the hearing shall be the MISGA President, Secretary, Legal Counsel, and all Club Representatives or designees of that Division. After all parties have had an opportunity to present their cases, upon an affirmative vote of three quarters of club representatives of that Division (one vote per club) for removal, the Director or Assistant Director shall be deemed removed from office. The Division shall proceed to fill the vacancy according to established policy.
 4. In the event that the filling of a vacancy under provisions B-1, B-2, or B3 above would result in the terms of the Director and Assistant Director coinciding, the term of the new Assistant Director shall be reduced to three (3) years.
- C. With the exception of Assistant Directors elected as in B-2 above, all newly elected Board members shall assume their positions at the first meeting of the Board in the new MISGA year.
- D. The immediate Past President of the Board may attend Board meetings as a non-voting ex officio member in the event his four-year period as a voting member of the Board has expired.
- E. The MISGA year for fiscal and operating purposes shall be from January 1 through December 31.
- F. The appointed positions of Secretary, Treasurer, and Committee Chairmen are for a term of one year and may be held by any Associate.

SECTION IV - ANNUAL MEETING

- A.** There shall be an Annual Meeting of Club Representatives and Assistant Club Representatives from all Member Clubs which shall be held the 2nd Monday in April (1st Monday as alternate) each year, at such time and place as the Board shall determine. All members of the Board should attend the meeting.
- B.** At least fifteen (15) days prior to the date of the meeting, the Board shall provide each Representative an agenda setting forth the items for discussion and vote at said meeting. Any Club Representative may introduce additional items from the floor. There shall be a limit of two (2) Club Representatives from each Member Club. Each Club shall have one (1) vote on issues brought to vote at the Annual Meeting.
- C.** The President shall preside over the Annual Meeting.
- D.** The Secretary shall read the minutes from the previous meeting. Upon a motion from the floor the minutes may be approved. A motion to dispense with the reading of the minutes and approve them as if read is also in order.
- E.** The President shall present an annual State of the Association report.
- F.** The Treasurer shall present the annual fiscal report. Upon a motion from the floor the report may be approved.
- G.** Committee Chairmen shall report on the activities of their committees.
- H.** Old and new business and any items from the floor will be addressed.
- I.** If any amendments to the Articles of Incorporation or the Constitution are presented, Article V of the Constitution shall apply.

SECTION V - BOARD & OFFICERS DUTIES

A. BOARD.

1. The Board shall determine all policy matters and control all MISGA assets and funds.
2. At the first meeting in the new MISGA year the incoming Board shall review for approval or amendment the budget prepared by the outgoing Budget Committee.

B. PRESIDENT

1. The President shall preside at all meetings of the Board of Directors and the Association. He shall report to the Board any matter, which, in his judgment, may be important to the Association.
2. The President shall appoint Associates to fill the offices of Secretary, Treasurer, General Counsel, who shall be a licensed attorney, and the Chairmen of the Permanent and Ad Hoc Committees.
3. The President shall convene a final meeting of the outgoing Board between November 15 and December 15 to conclude the business of the retiring Board. The incoming Board members should attend.
4. The President of MISGA shall be an ex officio member of all MISGA committees.

C. VICE PRESIDENT

1. The Vice President shall be available for any duties or assignments by the President.
2. In the event of resignation, absence, death, physical disability or inability of the President to perform his duties, the Vice President shall act in his stead.

D. SECRETARY

1. The Secretary shall provide minutes of the Board meetings and Annual Meetings. Within fifteen (15) days following the meetings the minutes shall be mailed to each member of the Board and, after an Annual Meeting, to each Club Representative as well.
2. The Secretary shall have charge of and maintain the official correspondence, records, and papers of the Association, and perform such other duties as are incident to the office. The official records shall be transferred to succeeding Secretaries.

E. TREASURER

1. The Treasurer shall collect all monies due the Association and deposit them in the depositories approved by the Board. The Treasurer shall make disbursements under the direction of the President. For this purpose, the Treasurer is empowered to issue and sign checks on the Association's bank account. The President and Vice President shall sign bank signature cards for emergency use. The Treasurer shall insure that past signature cards are canceled.
2. The Treasurer shall keep the financial records for five (5) years, and shall transfer such records to any succeeding Treasurer.
3. The Treasurer shall furnish the Audit Committee Chairman, no more than thirty (30) days after the close of the fiscal year, an annual report of the receipts, expenditures, and copies of financial reports of all events of the Association for the preceding year.
4. The Treasurer shall furnish an up-to-date financial accounting at each meeting of the Board with other reports required by the Board.
5. Within thirty (30) days of appointment or election, the Treasurer, President, and Vice President shall execute a bond in such amount as may be fixed by the Board with premium paid from

the Association funds, unless the Board waives such requirement.

F. GENERAL COUNSEL

1. General Counsel shall be familiar with Roberts Rules of Order and shall serve as legal advisor to the Board of Directors.
2. General Counsel shall review and provide legal guidance on all motions pertaining to the Constitution, Articles of Incorporation and MISGA Bylaws.
3. General Counsel shall represent and advise the Board of Directors in any action to remove any elected Officer, Director, or Assistant Director under Section III.B.3 of the Bylaws.
4. General Counsel shall review any Board action relating to the dismissal of an Associate member and shall represent MISGA at any hearing held relative to an action for dismissal.
5. General Counsel is an advisory member of the Plans & Policy Committee and shall advise that committee regarding all legal questions. General Counsel shall review recommendations of the Committee for the Board of Directors.
6. General Counsel shall review and approve all contracts proposed at the Corporate and Division levels and any such contracts at the Member Club level that may be referred by the Division Director of such Member Club.
7. General Counsel shall represent MISGA in any litigation in which MISGA may be involved. General Counsel may obtain the services of any needed legal specialist after review and approval by the Board of Directors.

SECTION VI - COMMITTEE DUTIES

A. ASSOCIATES COMMITTEE

1. The Associates Committee is responsible for the collection and recording of Associates dues. Such funds are to be turned over to the Treasurer.
2. The Chairman is responsible for the preparation of a roster of all MISGA Associates, and shall coordinate the roster records with the Treasurer. (See "Roster Maintenance" in the Club Representatives Handbook)

B. AUDIT COMMITTEE

1. This Committee shall consist of the Chairman and two (2) Associates. The Committee shall make an audit of the books and finances of the Association, and submit an audit report to the Board within sixty (60) days after the close of the fiscal year.
2. The Committee shall publish guidelines for the fiscal conduct of MISGA Events. (See "Fiscal Conduct of Tournaments and Special Events" in the Club Representatives Handbook)

C. BUDGET COMMITTEE

The members of the Budget Committee shall be the President, Vice President, and Treasurer. Prior to the end of the fiscal year, they shall prepare a proposed budget for approval by the new Board at its first meeting of the new fiscal year.

D. INTERCLUB ACTIVITIES COMMITTEE

This Committee shall consist of the Division Directors who shall establish a schedule of mixers for each MISGA year. The Committee shall be responsible for publishing general guidelines for mixers. (See "Conduct of Mixers and Tournaments" in the "Guide for Club Representatives" in the Club Representatives Handbook)

E. CLUB MEMBERSHIP COMMITTEE

The President, with the Committee Chairman, shall name an ad hoc committee consisting of four Associates in addition to the Chairman. The Committee shall include the Director and Assistant Director of the Division concerned in case of application or termination of a Member Club.

1. Termination of A Member Club

- a.** Continued membership of Clubs, and their Associates, is contingent upon compliance with MISGA standards. Failure to comply may result in termination of the Club's membership.
- b.** When a Club appears to be failing to maintain compliance with MISGA standards, the Club Membership Committee shall investigate. The Club shall be advised of what standards are not being met and what corrective action is recommended.
- c.** If compliance cannot be achieved within a reasonable time, the Committee shall so report to the Board. Any Club being considered for termination must be given an opportunity to be heard by the Board.
- d.** If the failure of a Club is due to a change in MISGA standards, consideration shall be given to continuing its membership under a "Grandfather" principle.
- e.** In all cases, a motion by the Board to terminate a Club's membership shall require an affirmative vote of a majority of all the voting members of the Board.

2. Applicant Member Clubs

The Club Membership Committee shall investigate all applicant clubs. Applications for membership shall be reviewed and forwarded, with recommendations by the Director concerned, to the Membership Committee. The application will be evaluated as to the club's ability to meet the following MISGA membership guidelines:

- a. Waive green fees for inter-club mixers and tournaments.
- b. Conduct at least the minimum number of mixers established by the MISGA matrices.
- c. Maintain the minimum number (32) of active Associates, and pay the annual golf membership dues to the club.
- d. Pay such dues, fees, and other charges as may be established by the MISGA Board.
- e. Have a MISGA rated eighteen (18) hole golf course, preferably of at least 5500 yards.
- f. Permit shot gun starts, have carts for all participants, and allow carts on fairways, weather permitting.
- g. Have adequate dining facilities for mixer participants and tournaments.
- h. Be willing and able to host Division and MISGA tournaments.
- i. Have a formal and active handicap committee and maintain this committee under the USGA Handicap System.

After evaluating a club's ability to meet these guidelines the Membership Committee shall report its recommendation to the Board of Directors for action. Approval of the club's application shall require a majority vote of all the voting Board members.

F. POLICY AND PLANNING COMMITTEE

- 1. This committee shall consist of the Chairman, one Associate from each Division, and the General Counsel. It shall be responsible for long and short range planning. It shall evaluate the organizational structure of MISGA and, if a determination is made that changes are appropriate or needed, it shall develop guidelines for such changes for Board consideration.

2. If future developments result in the need to repeal, amend, or adopt the Articles of Incorporation, Constitution, or Bylaws, the Committee will be responsible for preparing said changes for review and consideration by the Board.

G. MISGAGRAM COMMITTEE

1. The Chairman and this committee shall be responsible for the publication and distribution of the MISGAGram, which is the primary and essential means of disseminating information to Associates and Member Clubs.
2. The Committee shall be responsible for public relations, for encouraging reports in the news media, such as results of tournaments with photographs, and exploiting other means to enhance MISGA's reputation. It shall assist the Club Representatives in obtaining press coverage of their mixers.
3. The Chairman and Treasurer will establish a budget each year for printing and mailing the MISGAGram.
4. Prior to each publication date Chairman will request checks from the Treasurer to cover publication and mailing costs and deliver same to the printer and mailing service in time to cover the respective costs.
5. The option of whether to use first class or bulk mail shall be determined by the Chairman and approved by the Board of Directors.

H. TOURNAMENT COMMITTEE

1. In addition to the Chairman, this Committee will consist of members from each Division selected by the Division Directors. It is responsible for conducting all one-day tournaments that are staged by MISGA. The Committee shall select locations and determine tournament formats for approval by the Board.
2. The Chairman and the Committee shall be the final arbiters in all questions pertaining to the rules under which the MISGA

tournaments are played. The Committee shall rely primarily on the USGA Rules of Golf, as may be supplemented by local rules of the host club. In any controversy, the Committee's decision will be final. The Committee shall maintain guidelines for MISGA tournaments. (See "Conduct of Mixers and Tournaments" in the Club Representatives Handbook)

I. EVENTS COMMITTEE

- 1.** The Events Chairmen and the assigned Division event coordinators are responsible for scheduling and operation of all MISGA wide events of more than one day. The committee, consisting of the Chairmen and all coordinators, will review the contracts and the fiscal reports for the board. The events committee is responsible for the event related guidelines. The chairmen and the coordinator will give a report to the MISGA Board.

Divisions will provide the coordinators, for the following events covered by this policy:

- Division 1: Spring Fling
- Division 2: Summer Frolic
- Division 3: Annual Meeting
- Division 4: A Fall Frolic
- Division 5: Winter fling
- Division 6: A Fall Frolic

- 2.** The Chairman shall present the Committee's recommendation to the Board on the clubs, resorts, or facilities to be used for the events, along with a review of the contractual arrangements involved.
- 3.** Any Associate may be in charge of an "event," in which case he will be responsible for managing the event. (See "Fiscal Conduct of MISGA's Golf Tournaments and Special Events" in the Club Representatives Handbook)

J. HISTORY COMMITTEE

1. The History Committee shall consist of the Chairman and one Associate from each Division.
2. The Committee shall compile material to periodically update the "MISGA HISTORY."
3. The Committee shall maintain the document, "History of Board Actions," which, indexed for reference purposes, will include all directives and policies passed by the Board. Updates should be published yearly for distribution to all Club Representatives at the Annual Meeting.

K. RULES & HANDICAP COMMITTEE

It is the responsibility of this committee to ensure that every member of MISGA is made aware of the USGA Rules of Golf and the USGA Handicap System and to promote compliance with the handicap system.

L. WEB SITE COMMITTEE

This committee has the responsibility to design, manage, and maintain the MISGA Web Site to provide current MISGA information useful to MISGA members. The chairman (web master) is expected to provide for contingency and successor support in order to ensure continuous access for MISGA members.

SECTION VII - CLUB REPRESENTATIVES

- A. Each Member Club will have an organization of seniors that will elect, designate, or otherwise select a Club Representative ("Rep") who shall serve as the Club's authorized representative for MISGA affairs.
- B. The Representative will administer the Club's MISGA functions. He will attend and cast the Club's vote at the Division's meetings of Club Representatives and at the Annual Meeting of Club Representatives.

- C. Each Club Representative shall prepare and submit a completed Annual Report to the Division Director at the end of the MISGA activities. The Division Director, in turn, shall prepare a Division Annual Report which is to be submitted to the Board of Directors before the final Board meeting of the year. (See sample report form in the Club Representatives Handbook to be used for both Annual Reports)
- D. Each Club Representative shall have at least one assistant representative to be a substitute in conducting MISGA business.

SECTION VIII - DIVISIONS

- A. MISGA is organized in six geographic divisions. They are:

- Division I ---- Eastern Shore North
- Division II ---- Western MD & Baltimore
- Division III --- Eastern Shore West
- Division IV --- Washington West
- Division V ---- Eastern Shore South
- Division VI --- Washington East

- B. The Divisions are semi-autonomous and shall be organized to administer their functions within the established MISGA policies and guidelines.
- C. Each Division shall hold meetings of the Club Representatives to conduct Division business and elect Assistant Division Directors. All candidates shall be MISGA Associates, preferably past or present Club Representatives. The elected Assistant Directors shall automatically succeed to the office of Division Director (See Section III). The Director and Assistant Director are both voting members of the Board and represent the Division at Board meetings.
- D. The principal duties of the Division Director are to:
 - 1. Hold regular meetings with the Club Representatives prior to Board of Directors meetings, and at any other time considered desirable or necessary.

2. Require that only the Club Representative votes. If a Representative is unable to attend, an Assistant Club Representative may be authorized to act.
3. Fill any vacancy of a Division Director or Assistant Division Director as specified in Section III.
4. Insure that each club has a mixer schedule with at least three (3) parent Division clubs and two (2) from neighboring Divisions unless authorized by the Board to follow a different system.
5. Appoint a Division Tournament Chairman who will be responsible for conducting Division tournaments and coordinating the locations and dates of State Tournaments with the MISGA Tournament Chairman.
6. Appoint an Associates Chairman for the Division.
7. Prepare and submit the Division's Annual Summary Report to the Board before the final Board meeting of the year.
8. Appoint other Division committees as needed to work with the corresponding Board committees.
9. Organize and conduct, on an annual and/or regular basis, Training Seminars for Club Representatives and Assistant Club Representatives.
10. Appoint a handicap Chairman for the division. This Chairman should be responsible for informing the Division Director of any member club in the Division that fails to maintain an active handicap committee which monitors the club handicap system for all Associates under USGA Handicap Guide Lines. The Division director shall report, at least once a year, to the MISGA Board on the status of member club handicap committees.

SECTION IX - CODE OF CONDUCT

A. GENERAL

1. This CODE applies to and is binding on all Member Clubs and all MISGA Associates.
2. The provisions of the CODE are based on the premise that each MISGA Associate is fully aware of the rules of golf and of accepted golf course courtesies, conduct, and ethics. Accordingly, any professed ignorance of these standards will not be accepted as an excuse for misconduct or willful and careless infractions.

B. SCOPE OF THE CODE

This CODE shall be applicable to all:

1. Interclub Mixers.
2. Division qualifying tournaments.
3. MISGA tournaments.
4. MISGA authorized Events.

(Events may include spouses and/or guests of Associates for whose conduct the Associate shall be responsible)

C. ADMINISTERING THE CODE

1. The Associates shall comply with the USGA Rules of Golf as well as local rules of the host club, and any rules of the Tournament Committee.
2. Compliance with dress codes, standards of personal conduct and acceptance of responsibility for physical damage to the golf course, golf carts, other equipment or club property is required.

In all cases, the Associate shall be responsible for the behavior of a spouse and/or guest.

3. Responsibility for addressing misconduct and infractions of the CODE, and for imposing appropriate penalties are set forth below:
 - a. The Club Representative involved and the management of the host club will resolve occurrences during Inter-club Mixers.
 - b. The Division Director, the Assistant Division Director, the Club Representative and the host club management will deal with occurrences at Division tournaments.
 - c. The Board of Directors and the Tournament Committee will resolve all occurrences during MISGA tournaments.
 - d. Any infractions, incidents of misconduct, disputes, or disagreements which cannot be resolved tactfully will be referred to the Board.
 - e. In no case will the responsible Associate or any Committee take punitive action without authority from the Board.
 - f. Any misconduct or malfeasance in the discharge of these assignments and duties will be dealt with by the Board of Directors in accord with the sanctions and penalties set forth in Section X below.
4. Beyond the requirement for proper conduct, the Officers of MISGA, the members of the Board and Associates in charge of an Event or Tournament are responsible for negotiations with clubs, resorts, or entities.

SECTION X - SANCTIONS & PENALTIES

- A. Sanctions and penalties for the misconduct and for infractions of the CODE or for damages to property and equipment may take the form of one or more of the following.

1. A warning by the Associate in charge of the activity.
2. A written admonition by the Associate in charge with a copy to the Board.
3. Suspension by the Board from participation in one or more Mixers, Tournaments, or Events.
4. Full or partial financial restitution for damages to property or equipment or for misappropriation or misuse of funds.

SECTION XI - DISMISSAL OF ASSOCIATE

- A. The Board shall make Dismissal from MISGA for cause only by a majority vote of all voting members. The Associate shall be advised of the action in writing, including the reason for the action.
- B. The Associate shall have the right of appeal to the Board, to appear at the hearing and to be represented by another person, whether or not the Associate is present.
- C. Neither the Associate nor any representative shall be present during the final deliberations and decision by the Board of Directors.

SECTION XII - AMENDMENTS

- A. A motion to amend the Bylaws must be approved by two thirds of all voting members of the Board of Directors. The proposed motion must be furnished to all voting members at least fifteen (15) days in advance of the meeting at which the motion is to be presented.

END OF BYLAWS

This Constitution and these Bylaws were approved by the Board of Directors on February 22, 1999 and by the Club Representatives at the Annual Meeting on April 5, 1999. Periodic Bylaw amendments have been approved by the Board of Directors and applied in accordance with Bylaw requirements.

THE GUIDELINES

SUMMARY

Selection of Representative A Club Rep and his assistants must be MISGA Associates in good standing in their Member Club. The manner of selection, whether by formal election or by acclamation, shall be at the full discretion of the Member Club.

Term of Office The term of office for Club Reps should coincide with the calendar year of MISGA; however, compliance with these dates will not be imposed, so long as continuity of performance is maintained. A Club Rep may succeed himself indefinitely as long as his performance does not come into question.

Performance in Office Compliance with the *MISGA Constitution and Bylaws* and with these guidelines will serve as the measure of performance of the Club Rep. Sanctions for poor performance or negligence on the part of the Club Rep will reside with the Member Club and the MISGA Associates within that club.

Member Club Dues The Club Rep is responsible for remitting the annual dues of his club by April 1st of each year directly to the MISGA Treasurer.

Associate Dues and Electronic Roster The Club Rep shall collect per capita dues at the beginning of the golf season. He will then verify the list of paid up Associates against his latest copy of the roster. The collected dues and Electronic Roster reflecting updates to the membership shall be sent by the Club Rep to his Division Associates Chairman no later than June 1. The Division Associates Chairman shall forward the forms and funds to the MISGA Associates Chairman who will forward the funds to the Treasurer.

The Club Rep shall maintain a current Member Club Roster of paid up Associates at all times. In addition to updating the Roster by June 1st, the Club Rep shall submit changes, including addresses and phone numbers, deletions, and additions for new Associates, to the Division Associates

Chairman for forwarding to the MISGA Associates Chairman. If the changes are to add new Associates the funds should accompany the Roster

It is important that the Club Roster be kept up to date and that the dues of all Associates listed have been paid. The Roster is the official record of the Association, and is the mailing list for the *MISGAgram*. The changes are to be reported on the Electronic Roster. The Club Rep shall be guided by the instructions listed in the chapter "*ROSTER MAINTENANCE*" in this Handbook.

Mixer Responsibilities Prior to the start of the golf season, the Club Rep is responsible for confirming in writing with his counterparts the date, time and cost of Mixers his club will host. In addition, he will indicate limits on the number of golfers that can be accommodated, whether or not soft spikes are required and provide a map showing directions to his club.

Home Mixers On the day of the Mixer, the Club Rep will assist the club pro with pairings, collecting fees, posting scores and distributing prize certificates as required. He also will plan for and provide coffee & doughnuts prior to tee time and lunch following golf.

All Home Mixers are to be held at the host club's own golf course. Use of a different facility in order to schedule additional home mixers is not permitted.

Mixer Fees All fees collected at a given mixer (except 50/50 fees) are to be spent on that mixer and are not to be used for any other function such as after season or Christmas parties, etc.

Away Mixers Prior to visiting another club, the Club Rep will identify those Associates who will participate in the Mixer. This is best accomplished using a sign-up sheet with a posted deadline. From this sheet, he will provide to his counterpart, usually two to three days in advance of the event, the names of participants along with their current USGA handicap index. This information can be provided by telephone, fax, letter or e-mail, whichever works best. He will also provide any special instructions and route directions to participating Associates from his club.

Club Representative Training See MISGA Web Site www.misga.org for a guideline lesson plan for the mandatory annual Rep Divisional training.

Division Tournaments Member Clubs are chosen to host division tournaments in accordance with a master schedule provided by the Division Director. The *Past Presidents Tournament* (individual stroke play by flight - ABCD) should be scheduled for mid June, the *Two-Man Team Tournament* (four-ball stroke play or best ball) mid July. The dates for both events should be set before attempting to schedule mixers and other events. Both tournaments will begin with a morning shotgun. The field will consist of 128 players, if possible.

The Division Tournament Chairman is responsible for the overall tournament planning. About six to eight weeks prior to the tournament the Division Tournament Chairman will send registration instructions to each Club Rep in his division. At the conclusion of the tournament the Division Tournament Chairman will forward to the Division Tournament Chairman responsible for the finals tournament a list of the qualifiers and alternates, and the qualifiers entry fees. Alternates entry fees are to be collected when they are selected.

The host Club Rep will coordinate with the Division Tournament Chairman and will be responsible for tournament planning at the club level, including the package price for coffee and doughnuts, lunch, carts, and prize certificates. He and other Associates will assist the club pro as required.

MISGA Tournaments When a division is selected to host a MISGA (state-level) tournament, the MISGA Tournament Chairman will consult with the Division Tournament Chairman and the host Club Rep regarding their responsibilities. To allow for long distance travel, these tournaments will normally begin with a late morning or early afternoon shotgun and include lunch and dinner.

Record Keeping The Club Rep will keep records of costs and attendance at mixers, tournaments and other events in order to comply with reporting requirements, including the *Annual Report*, and to provide a historical record for his successor. Club management should be made aware of the gross dollars MISGA events bring to the club each year. The *Annual*

Report form (see Exhibit A, page 22 of the handbook) is to be filled out at the end of the golf season and submitted to the Division Director who is to summarize it in the *Division Annual Report* to the Board (see Exhibit A-1, page 22-1 of the handbook).

Meetings The Club Rep will attend meetings within his respective Division as scheduled by the Division Director, and he will also serve as host for meetings at his club. In addition, he will attend or be represented at the Annual Meeting.

Responsibilities to Successor When the Club Rep steps down or is replaced, he is responsible to provide his successor with this Handbook, club rosters, financial records and all other pertinent information relating to MISGA. He will also notify the Division Director of the change and provide the full name, address and telephone number of his successor.

Leadership The exceptional popularity, success and growth of MISGA can be attributed, in large part, to the unselfish dedication and contributions of its leaders. Virtually all of MISGA's officers, board members and committee chairmen have been elected or appointed from the position of Club Rep. To the degree that time and health permit, each Club Rep is urged to accept positions on the *Board of Directors* or appointment to a standing committee if recruited by his peers or appointed by the President.

Future Leaders Each Club Rep is challenged to identify those Associates within his club who demonstrate potential for leadership positions. Such individuals should be tapped as Assistant Club Reps and groomed as possible successors. Only by nurturing interest will the quality of leadership be maintained and the growth of MISGA be assured.

Fiscal Management Each Club Rep should ensure that a method exists to account for the collection and expenditure of MISGA funds during the year. Many clubs have established MISGA checking accounts. Other clubs achieve accountability through existing "club" or "golf committee" accounts. A financial report should be made available to the Associates at the end of each year.

Helpful Hints A successful Club Rep is one who plans ahead, promotes positive interpersonal relations and keeps everyone informed. Following

are a number of practices which have proven helpful. Club Reps are urged to adopt these ideas where appropriate to the local situation.

- Get the word out on time. Make a point to disseminate pertinent MISGA information to the Associates about upcoming Mixers, tournaments, and other MISGA events (Spring Fling, Fall Frolics, Florida Fling, etc.). Laminated, wallet-size schedule cards are a useful information tool. Make use of club newsletters.
- Organize and use telephone committees, particularly where the number of Associates is large.
- Introduce different formats at Mixers. In addition to the popular 2-best ball format, consider modified Stableford scoring, 2-man teams, modified scrambles and others.
- Arrange with club management to number tables so that Mixer foursomes can eat together.
- Encourage club management to include items at luncheons which are non-fat, low-fat or "cardiac prudent" in consideration of the age and health condition of many Associates.
- Be alert to the accuracy of handicaps. Make it known that you record everyone's score at the end of each Mixer and that you frequently check on compliance with the USGA Handicap System by comparing rounds played against posted scores. Then do it!
- Insist on playing the ball as it lies (summer rules) during Mixers unless course conditions dictate otherwise.
- Encourage Associates to sign up for all Mixers - both home and away. If Associates avoid home Mixers, consider a policy requiring home participation as a prerequisite for visiting another club.
- Host Mixers with two or more visiting clubs when the participating clubs have a small number of Associates.

- Assist in the promotion of fast play by reminding Associates whenever appropriate. Play "ready golf" whenever possible but never at the expense of golf etiquette.
- Obtain publicity for MISGA golf by calling in Mixer and tournament results to the Washington Post, Washington Times and local newspaper. Send information copies to the MISGAgram Editor for possible use in the MISGA publication. Recognize player achievement and participation in MISGA events through articles in the club newsletter and with presentation of trophies and plaques.

ROSTER MAINTENANCE

It is important to maintain an accurate and up to date Roster of your Club Associates, and to communicate to the MISGA Associates Chairman through your Division Associates Chairman all additions, changes, and deletions. This will ensure that all of your Associates will receive their MISGAgram and notices of all MISGA events. The Electronic Roster form must be used for additions, changes, and deletions. A tutorial guide is available on the MISGA web site under Documents > Guidelines > Roster Maintenance. Click [here](#) to go to the Roster Maintenance menu page. Follow the instructions in the "Tutorial – Roster Maintenance, Electronic (PDF)." Roster Maintenance forms are downloadable from the same [Roster Maintenance page](#).

FISCAL CONDUCT OF MISGA GOLF TOURNAMENTS & SPECIAL EVENTS

1. A separate set of supporting documents will be maintained and a separate financial report will be prepared by the designated Associate, Event Coordinator, or Chairman for each separate tournament or event (hereinafter referred to as T/E).
2. A temporary or special checking &/or a Money Market account will be opened at a convenient bank by the respective T/E Chairman or Event Coordinator in charge. Such accounts shall be opened only at a financial institution insured by the Federal Government. Exceptions must be requested in writing from the MISGA Board of Directors.
3. Preliminary deposits received from T/E participants will be deposited in interest bearing accounts, if available. These accounts will require two signatories - the T/E Chairman and his Co-Chairman or other authorized individual. Either authorized signatory may sign checks. An accounting of the T/E is to be made no later than 120 days of the end of the T/E.
4. Accounts opened per paragraphs 2 and 3 above **MUST** include the word "MISGA" in the account name. For example: MISGA Spring Fling, MISGA Summer Frolic, MISGA Fall Frolic, or MISGA Winter Fling. Use MISGA's tax-exempt Federal Tax Identification Number 52-1318614 for the account. The bank will also require copies of the Articles of Incorporation, a Corporation Resolution and other Corporate Documents. The ID # and other required documents are obtained from the MISGA Treasurer.
5. All items of income must be identified as to source. Listing of participants, by name and individual amounts, will be prepared to support total income from participants. Other income items must be explained in detail.
6. All items of expenditure must be supported by hard copy documentation such as invoices, receipts or memorandum explaining to whom payments were made, date, amount, purpose, authority, etc. As a rule, all payments will be made by check. Check number and date of payment should be written on the supporting documents. Cash payments, when necessary, should be supported by a dated and signed receipt from

the recipients. If a signed receipt is not feasible a detailed listing shall be provided.

7. Refunds of entry fee or other refunds to participants shall be supported by a list with name, date, check number and amount refunded.

8. At the conclusion of a T/E, if total income exceeds expenses; the excess except for the amount needed to keep the bank account active for future events, if applicable; shall be forwarded to the MISGA Treasurer. The Treasurer will advise the Board of Directors of his receipt of the excess funds and his recommendation for the use of the excess. If the excess after the amount needed to keep the bank account active is subtracted is sufficient to refund each participant \$10.00 or more, the T/E Chairman or Event Coordinator shall, without delay, send a check to each participant for their pro rata share.

9. If the total T/E expenses exceed total income, the deficit should be made up by appropriate levies on each participant. If this is impossible or if the deficit is caused by rainout or other unpredictable events, the shortage will be reflected on the T/E Financial Report. The MISGA Treasurer will remit the amount of such shortage to the T/E Chairman or Event Coordinator. However if such shortage exceeds \$250.00, the T/E Chairman or Event Coordinator will be required to obtain Board approval before MISGA will remit the shortage.

10. When hotel accommodations, food, service, commercial transportation, etc. are included in a T/E entry fee as a package; the T/E Chairman or Event Coordinator will assure specifics of the items or services to be provided are properly reflected in a written contract or agreement with the respective hotel, resort, restaurant manager, and travel agent.

All contracts or agreements must reflect unit prices, type or class of accommodations, meal specification, inclusion or exclusion of taxes, gratuities, miscellaneous services, etc. These contracts and agreements should include details of complimentary rooms, travel tickets, or other "freebies" to be credited to the MISGA T/E.

11. As soon as possible, but not later than 120 days after the conclusion of a T/E, the individual running the T/E shall submit the following to the MISGA Treasurer:

A. Financial Report like the sample shown in Exhibit A. Form may be modified to suit the specific situation.

B. All supporting documentation and listings as outlined in paragraph 5, 6, 7, and 8 above.

C. All bank deposit slips, canceled checks and bank statements pertaining to the T/E.

D. Copies of written contracts and agreements as required in paragraph 10.

E. Check, payable to MISGA, for the amount of overage as required in paragraph 8.

12. Upon approval of the MISGA Board of Directors to schedule and hold a tournament or event, the MISGA Tournament Chairman, or Events Chairman, will ensure the individual appointed as T/E Chairman or Event Coordinator to supervise and conduct the particular T/E is provided a copy of these policies and procedures. The MISGA Treasurer will provide technical guidance in the proper preparation of the T/E Financial Report and submission of supporting listings and documentation.

The T/E Financial Report Form is available on misga.org under “Forms” as “MISGA T/E Report (PDF).”

MISGA AWARDS PROGRAM

Below is the description of pewter plate awards to be presented to individuals for service to the Board when they leave various positions. All plates will display the MISGA logo in the center, and be engraved with name of individual, office held, and period of service. There will be no limit to the number of awards given any one individual.

<u>Officer or Other</u>	<u>Award</u>
President (upon leaving office)	12" plate
Voting Board Member (at end of term)	10" plate
Secretary, Treasurer (minimum 1 year service)	10" plate
Committee Chairman (minimum 1 year service)	10" plate
General Counsel (minimum 1 year service)	10" plate

The Board of Directors encourages all members of MISGA to feel free to recommend a Special Award, annual if possible, for any Associate who has performed some outstanding service for the benefit of MISGA. This recommendation should be submitted to the Division Director for approval, and forwarded to the Board of Directors with his recommendation. The award could be a MISGA golf shirt with logo, inscribed with "MISGA man of the year."

END OF GUIDELINES