

PAN AMERICAN GOLF ASSOCIATION  
OF  
ROUND ROCK, TEXAS

Constitution and By-Laws  
Revision 3  
Revised October 5, 1993

ARTICLE I

Name and Location

- Section 1. The name of this Association is Pan American Golf Association of Round Rock, Texas, hereafter referred to as the Association.
- Section 2. The principal location of the Association will be in the city of Round Rock, Texas.

ARTICLE II

Purpose

- Section 1. To provide a governing body, which consists of Association Officers for the coordination, regulation and enforcement of all National and Association rules and regulations pertaining to activities of all members.
- Section 2. To instill fair play, create enthusiasm for golf, and to encourage and promote amateur golf among members of the Association.
- Section 3. To foster and encourage the development of a closer relationship between other member associations in Texas and the United States.
- Section 4. To cooperate with and solicit good friendly relations with civic and athletic organizations in Round Rock and surrounding cities.
- Section 5. To promote and encourage participation of junior golf.
- Section 6. To provide assistance and scholarships to students in need of advanced education, commensurate with objectives outlined by the National Organization.
- Section 7. To support and assist for charitable purposes and to appropriate funds for such purposes.

ARTICLE III

Membership

- Section 1. Class of members.

The membership of the Association will consist of regular, honorary, lifetime and junior members. Requirements are outlined in the following Sections 2 through 5.

- Section 2. Regular Member.

Any person desiring to become a regular member must submit a formal request to the Executive Committee. The applicant must be sponsored by a regular member in good standing. Applicant must not be a member of another Pan American Golf Association Chapter. Applicant must be a member for a year prior to holding and elective office.

- Section 3. Honorary Member.

An honorary membership may be granted to any non-regular member whose interest lies in promoting amateur golf. All candidates for honorary membership will be announced during any regular meeting at which time a majority vote of members present will be required. An honorary member is not eligible to vote or hold elective office.

- Section 4. Lifetime Member

Any member after reaching the age of 55 years and a member in good standing for the previous five (5) years, may become eligible for lifetime member status upon written request to the Executive Committee. All candidates for lifetime membership will be announced during any regular meeting, at which time a majority vote of the members present will be required.

Section 5. Junior Member.

Junior members must be 9 to 18 years of age, inclusive.

ARTICLE IV

Executive Committee

Section 1. The Executive Committee shall establish the Constitution of the Association, subject to approval by a two-thirds majority vote of the membership present. The Executive Committee shall be composed of ten (10) Association members, which consists of:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Sergeant-At-Arms
- F. Board of Directors (five)
  - (1) Tournament
  - (2) Handicap
  - (3) Publicity
  - (4) Entertainment
  - (5) Membership

Section 2. An Executive Committee member shall be replaced if he is absent for three (3) consecutive meetings, whether regular or special, unless absences are approved by the President.

Section 3. All Executive Committee members shall be elected for a term of one year. Elections will be held at the regular meeting in November to serve a term in office beginning January 1 of the following year. No person, who is not a fully paid member in good standing, shall be elected as an officer or board director of this Association.

ARTICLE V

Duties

Section 1. President

- A. The president is the Chief Executive Officer of the Association, responsible for enforcing the Constitution and By-Laws, and supervising the Executive Committee in the performance of their respective duties.
- B. Presides at meetings.
- C. Appoints committee chairman created by the Association and not otherwise provided for.
- D. Appoints any special committee which shall possess only advisory power, including the nominating committee.
- E. Settles tie votes.
- F. Is an ex-officio member of all committees, except the nominating committee.
- G. Authorized to sign checks in the absence of the Treasurer.
- H. In the event of a board vacancy, appoints a person as soon as possible to fill the unexpired term of office, in cooperation with the Board of Directors.

Section 2. Vice-President

- A. Assists the President in the performance of the president's duties as directed by the president, and assumes all presidential duties and powers during the absence of the president or in the event of resignation of the president.
- B. Is responsible in overseeing that all committees appointed by the president are functioning.

- C. Is responsible for the control and sales of the Association's paraphernalia. This includes maintaining records of total items received and current balance. All monies collected will be turned over to the treasurer. No specific items will be made available for sale to the public unless approved by the general membership.
- D. Authorized to sign checks in the absence of the Treasurer and President.

### Section 3. Secretary

- A. Keeps permanent record of all legislation and official copies of the Constitution and By-Laws in his possession at all meetings.
- B. Keeps minutes of the meetings.
- C. Draws up resolutions made by the Association.
- D. Is responsible for the Association's correspondence.
- E. Records attendance at each meeting.
- F. Advises executive committee members of absences which endanger their positions.
- G. Is the custodian of the Association's Charter.
- H. Finalizes minutes by typing minutes together with changes to minutes into legal format, dating and signing the typed minutes, submitting original copy to the President for filing into the Association's cabinet for permanent records, and retaining one copy of the minutes in the secretary's file.
- I. Attaches copies of the treasurer's monthly financial statement to the minutes and maintains per paragraph H above.

### Section 4. Treasurer

- A. Receives, reports, and cares for all funds belonging to the Association.
- B. Keeps an accurate account of receipts and expenditures and gives a written report of all income and expenditures for the previous month, and posts a copy during meetings. Answers all questions on specific expenditures as requested by members.
- C. Gives a written report of all income and expenditures to the General Membership in June and an annual statement in December.
- D. Maintains a duplicate copy of all monthly reports.
- E. Prepares his books to be audited by a committee appointed by the President. Audit to be completed by the January board meeting, or upon the treasurer's resignation.
- F. Maintains and posts a ledger for all members of the Association dues payments. Keeps the President informed on outstanding dues.
- G. Signs all checks as required and maintains current balance and receipts.

### Section 5. Sergeant-At-Arms

- A. Assists the President in maintaining order at meetings.
- B. Assists the President in counting votes.
- C. Assists the President in maintaining parliamentary procedures.
- D. Maintains in his possession, a copy of Robert's Rules of Order at all meetings.

### Section 6. Executive Committee

Officers and board of directors will assist the President by carrying out the Executive Committee functions of their office. They are responsible for the enforcement of rules and regulations governing expulsion from the Association. The Executive Committee may exercise the power to govern all committee chairmen's decisions. The Executive Committee shall prepare a working budget for adoption by the General Membership at the January general membership meeting.

Section 7. Tournament Director

- A. Plans, organizes, and directs all tournaments connected with the Association.
- B. Keeps the Executive Committee informed in matters pertaining to tournaments.
- C. Informs members of other golf association tournaments and in getting the necessary entries.
- D. At his discretion, with the parties involved, apply the USGA Handicap Manual Section 14C, which reads as follows:  
"Handicappers may, at their discretion, arbitrarily reduce or increase the handicap of players who do not return all their scores or otherwise do not observe the spirit of the handicap system."
- E. With advise of the local pro, will be sole authority of any rule disputes resulting in tournament play.

Section 8. Handicap Director

- A. Receives and records tournaments scorecards as well as all scorecards posted at local golf courses and maintains handicap system on a monthly basis.
- B. Keeps the Executive Committee informed in all matters pertaining to the handicaps.
- C. Informs members of their eligibility status for tournament play. Additionally, during the months of March through June, keeps all members informed of their eligibility status for the National Tournament qualifications on a monthly basis.
- D. Issues members handicap cards upon receipt by the Association.

Section 9. Publicity Director

- A. Edits and publishes all newsworth iteas in the Association's newsletter.
- B. Works in conjunction with the local news media in promoting the Association's activites.
- C. Keeps the Executive Committee informed of all matters pertaining to the Association.
- D. Maintains quarterly chronological log of events occurring, i.e., tournament events, media coverage reports, newsletters, individual member highlights, etc. Consolidates iteas and all background data and submits to the Executive Committee for presentation to the general membership. Upon approval, forwards copies to the National Office Historian and submits originals to the secretary for permanent record filing.

Section 10. Entertainment Director

- A. Advises and supervises the activities of all social functions.
- B. Organizes and supervises a working social committee including annual picnic.
- C. Is responsible for all food and beverages served at all functions.
- D. Has the responsibility for carrying out all assigned duties associated with approved social activities.
- E. Keeps the Executive Committee informed of all matters pertaining to social events.

Section 11. Membership Director

- A. Organizes and supervises a working membership committee whose objectives will be membership recruitment and retention.
- B. Coordinates the activities of the membership committee.
- C. Keeps the Executive Committee informed of all matters pertaining to membership events.

## ARTICLE VI

### Amendments

- Section 1. This Constitution and By-Laws may be amended at the October meeting by a two-thirds majority vote of the members present, provided that the proposed amendment has been submitted to the Executive Board of the Association for approval two weeks prior to the general membership meeting, and that a written notice to members have been given at least one week prior to the general meeting called for voting on the amendment. Revision of the By-Laws will take effect immediately upon approval.

## ARTICLE VII

### By-Laws

- Section 1. The Association shall conduct its business and its meetings in accordance to Robert's Rule of Order in all points not expressly provided for in The Constitution of the Association.
- Section 2. The meeting of regular membership of the Association shall be held on the 1st Tuesday of each month.
- Section 3. The Executive Committee meeting shall be held the same date prior to regular membership meeting as required.
- Section 4. Special meetings may be called by the President by notifying the general membership, in writing, five (5) days in advance. If an emergency meeting is required and situation warrants it, the general membership may be contacted by telephone. However, in this case the Secretary will be responsible for insuring that a roster is kept of all individuals notified. No meeting will be postponed.
- Section 5. A. All property, either tangible or intangible, remains vested in the Association.  
B. All materials or documents belonging to the Association and in the possession of a member holding office or connected with that office shall, upon termination of his duties, be relinquished to the President.
- Section 6. If the Association should cease to function, then it is the duty of officers to dispose of all properties, both tangible and intangible, by donating such properties to worthy charitable institutions in the city of Round Rock, Texas. Proof of such disposition should be shown within ninety (90) days after such first notification of disorganization.
- Section 7. It is absolutely prohibited to use the name of the Association, either individually or jointly, in matters which do not concern the Pan American Association Golf Association, without the written consent of the Association.
- Section 8. Local Tournament Rules
- A. The deadline for pre-registration shall be Friday before the designated day of the tournament at the designated time and place. A \$2.00 late registration fee will be assessed to any member registering after the deadline. This money will be deposited into the Association's fund. The Tournament Director shall handle all entry fees for each designated tournament. Players will forfeit one-half of the entry fee for every tournament in which they commit themselves to play but fail to appear. Furthermore, this fee, as well as any other outstanding debt owed to the Association, must be paid in full before being deemed eligible for any subsequent tournament. The Tournament Director has the authority to waive this requirement based on extenuating circumstances. A prospective new member who participates at a scheduled tournament will play as a guest only and will not be eligible to win. However, if a prospective member wins he may apply the proportionable winnings towards annual membership, and therefore is eligible to win. During the months of September through December it will apply towards annual membership for the following year.
- B. A minimum of two rounds and total of four (4) flights will be established for the Club Championship. The actual scheduling will be done by the Tournament Director. Only members that have an official Minimax established handicap, as of the first round, are eligible to participate. The same handicap will be used for all rounds. Tie breakers will be determined as outlined in the USGA Rules of Golf: Appendix 1, with one-sixth of the handicaps deducted.

#### Section 9. Election of National Team

- A. In order to represent Round Rock on a national team, a player must first participate in fifty (50%) of the Association's playing activities from the beginning of the year to the national tournament deadline date. Winners of the Club Championship (First Place only) will have first choice of representing the Chapter within their respective flights for the National Seven-Man team.
- B. If the winner of his respective flight does not participate in the national tournament, the selection will be made by placing each member in his respective flight for participation on the National-Seven-Man team. Any ties for flight positions will be settled by an 18-hole medal play-off. The Tournament Director will coordinate with members involved for the play-offs in case of ties.

#### Section 10. Membership

- A. No new member is eligible to participate in Association events or tournament play unless the initiation fee dues are paid prior to March 1 of the current year. If a new member joins after March 1, initiation fees are due immediately.
- B. Active members must renew their membership no later than the first meeting of January of the following year. Failure to comply will result in their abstaining from tournament play, as well as any other Association function sponsored events, until dues are paid.
- C. Grounds for expulsion from this Association:
  - (1) Unsportsman-like conduct or behavior during competitive play.
  - (2) Any action detrimental to the image of the Association while participating in competition sponsored by this or any other association.
  - (3) Members will be held accountable for actions of their guest(s) at any Association-sponsored event.
  - (4) Failure to pay dues.
- D. Violators of said rules will be notified by the President, in writing, and their membership shall be terminated.
- E. Any member who has had his membership terminated due to any of the Association rules has the right to appeal to the Executive Committee within fifteen (15) days following notification. Upon appeal, the decision rendered by the Executive Committee will be final.

#### Section 11. Dues

- A. Annual dues for all members will be established during the last meeting of the current calendar year. An initiation fee may be established as a one-time fee only. A new member is defined as:
  - (1) One who has never been a member before, or
  - (2) A past member who has been absent one year or more, or
  - (3) A past member who did not pay by the deadline.
- B. Annual dues for senior members may be reduced. A senior member must be fifty (50) years of age or older.
- C. Any dues paid to this Association shall not be transferrable or refundable.

#### Section 12. Functions

- A. All functions bearing the name of the Round Rock Fan American Golf Association must be approved by the Executive Committee.

Section 13. Expenditures of funds

- A. The Executive Committee has the authority to spend up to \$100.00 without approval of the general membership in matters pertaining to office supplies, materials and administrative support functions. Any expenditures involving more than \$100.00 must have the approval of the general membership.
- B. Any individual, group, or organization desiring to make a request for budgetary expenditures, shall do so, to the Executive Committee who will in turn act upon this request and make their recommendation to the general membership for approval or disapproval.

Section 14. Vacancies

Should there be a vacancy created by the death, sickness, resignation or removal of the incumbent, the general membership shall elect a successor by a majority vote, no later than thirty (30) days from the date the office is vacated. The individual must be qualified and a paid member in good standing.

Section 15. Quorum

The total number of members present during general membership scheduled meetings shall constitute a quorum.

Section 16. Constitution/By-Laws Errors

Should any typographical errors be found or any numerical designation not be consistent with proper English grammar or with correct numerical sequence, then for the purpose of this Constitution and By-Laws revision, they will be deemed to be correct and shall be appropriately corrected for the purpose of printing. No letter or numerical designation may be changed unless it is deemed not have any force or effect on its original meaning or intent.