

PINEWILD MEN'S GOLF ASSOCIATION

BY-LAWS

AND OFFICERS' RESPONSIBILITIES

ARTICLE 1. NAME

The Association shall be called the Pinewild Men's Golf Association ("PMGA"), located at the Pinewild Country Club (PWCC) of Pinehurst, Pinehurst, North Carolina.

ARTICLE 2. OBJECTIVES

The objectives of the Association shall be to foster and promote fellowship, sportsmanship, and interest in golf at PWCC.

ARTICLE 3. MEMBERSHIP

PMGA membership is open on an annual basis to all male members of the PWCC with a current USGA Handicap Index and amateur status. The membership year is from January 1 to December 31. The Executive Board will establish annual dues. Membership may be revoked for cause.

ARTICLE 4. EXECUTIVE BOARD

The Executive Board will consist of seven (7) elected members or their duly appointed replacements. This Board shall establish policy and procedures for the PMGA and carry out the objectives of the Association. The functions of the Executive Board assigned to individual members are as follows:

President: The President shall preside at all meetings of the Association and the Executive Board. He is also an ex-officio member of all committees and is authorized to act as Treasurer when required. The President is the primary liaison of the Association with the PWCC and its Advisory Board. The President will submit a written report/summary of PMGA activities or attend meetings of the Golf Committee as requested by its Chair. This person shall continually listen to the membership, club management, and the PMGA Executive Board to insure all PMGA programs are managed effectively and in the best spirit of the game of golf. Additionally, the president should continually motivate members of the Board to strive for raising the level of interest for all members in the PMGA organization to help maintain and grow the membership.

Vice President: In the absence of the President, the Vice President shall act as and perform the duties of the President. The Vice President is responsible for new member recruitment and welcome orientation, acts as primary interface between the PMGA and PWCC Food and Beverage staff, and acts as the Audit chair (when necessary).



Secretary: The Secretary shall record and keep the minutes of all meetings of the membership and Executive Board, maintain minutes and supporting papers in a Minute Book, and perform all other duties that properly pertain to the position of Secretary.

Treasurer: The Treasurer shall collect/validate annual dues and other receipts and pay out the expenses of the Association, maintain and reconcile bank accounts, and report on the financial status of the Association at each meeting of the membership and the Executive Board.

Communications Chairman: The Communications Chairman shall collect information about all significant PMGA events and write news releases, articles, and other communications for publication and via email. He shall assist the Tournament & Rules Chairman and Play Day Chairman to advertise and promote scheduled events and publish the results of competitions, as they deem appropriate.

Tournament & Rules Chairman: The Tournament & Rules Chairman shall determine and publish a calendar of special tournaments for each upcoming year. He shall form and administer Tournament Committees to conduct special tournaments, obtain Executive Board approval for tournament budgets, and oversee each Tournament Committee in its conduct of a special tournament. The Tournament & Rules Chairman shall recommend to the Executive Board rules of competition and the system of awards for special tournaments. The Tournament & Rules Chairman shall decide questions and claims arising from all PMGA competitions.

Play Day Chairman: The Play Day Chairman shall determine and publish a “Game of the Day” calendar for each month at least two weeks in advance of each month, taking into consideration the qualifying requirements for league play. He shall administer a system to determine and publish pairings, monitor and discipline “late cancellations” and “no shows”. The Play Day Chairman shall recommend to the Executive Board rules of competition (including Local Rules necessitated by course conditions) and the system of awards for Play Days.

Any Officer may represent the PMGA at meetings of the PWCC Advisory Board at the direction of the President.

ARTICLE 5. ELECTION OF THE EXECUTIVE BOARD, TRANSITION AND VACANCIES

Members of the Executive Board shall be elected at the annual meeting (normally conducted during the Closer event), each to serve a two-year term. Candidates for the Executive Board must be members of the Association and residents of the Pinehurst area. To ensure continuity, for even numbered years, four (4) members shall be elected; for odd numbered years, three (3) members shall be elected. Each member of the Association will be eligible to cast non-cumulative votes for as many candidates as the number of positions to be filled. Candidates receiving the most votes will win election to the Executive Board. In the event of a tie for the last position to be filled, a runoff vote will be taken immediately among the members present to break the tie. In the event a tie still exists, the outgoing members of the Executive Board shall break the tie.

As soon as practical after the election, the current President shall convene a meeting for the purpose of selecting a President for the up-coming year. The Executive Board will select the



President-designate. A member of the Executive Board may serve as President in successive years.

The President-designate shall convene a transition meeting prior to year-end for the purpose of assigning positions to the remaining Executive Board members and making a smooth transition of functional duties. To this end, the outgoing Treasurer will turn over the PMGA checkbooks, bank statements, and a proper reconciliation thereof, together with the prior years' financial statements and related material, to the incoming Treasurer and the minutes of this Transition Meeting shall record any discrepancies noted by the incoming Treasurer. The outgoing Secretary shall turn over the Minute Book to the incoming Secretary.

If a vacancy occurs for any reason during the year, the remaining members of the Executive Board shall appoint a replacement for the remainder of the term. Any member missing three (3) consecutive meetings may be replaced at the discretion of the remaining members of the Executive Board.

ARTICLE 6. STANDING COMMITTEES

The President will create Standing Committees and appoint a committee chairman as necessary. Each such Committee shall consist of a chairman and other members appointed by the committee chairman to assist in carrying out the functions and duties of the committee.

A Handicap and Scoring Committee may be created as necessary, based on the direction and/or actions of the Handicap Committee of Pinewild Country Club of Pinehurst. When required, the Handicap and Scoring Committee shall monitor member's handicaps and audit scorecards for Association competitions

ARTICLE 7. OTHER COMMITTEES

A Nomination Committee, appointed annually by the Executive Board, shall be composed of three (3) or more members. The Nomination Committee shall prepare a slate of candidates for the positions to be vacated the following year and present it to the Executive Board for approval prior to the annual meeting and election. The Nominating Committee will be responsible for conducting the election.

Ad-hoc committees may be appointed by the President from time to time to carry out activities of the Association. Ad-hoc committees not previously excused by the President shall be dissolved at the expiration of the President's term.

ARTICLE 8. MEETINGS AND CONDUCT OF BUSINESS

The annual meeting of the PMGA membership shall be held at a time and place designated by the President, usually in conjunction with the Closer event, normally in November. The members of the Association shall elect members of the Executive Board and conduct such other business as shall be properly brought before the meeting.

The Executive Board may convene special meetings of the membership on fifteen (15) days' notice.



A quorum will be obtained if thirty-three percent (33%) of the members are present in person, by absentee ballot or by proxy. Approval of proposals shall require an affirmative vote of a majority of the members voting.

Meetings of the Executive Board shall be held monthly or upon request of the President or three (3) members. A quorum will be obtained if a majority of the members are present. Meetings may be held by telecommunication. Approval of proposals shall require an affirmative vote of a majority of the members voting.

ARTICLE 9. PARLIAMENTARY AUTHORITY

The rules contained in the current editions of ROBERT'S RULES OF ORDER shall govern the Association in all cases to which they are applicable and in which they are not consistent with these By-Laws.

ARTICLE 10. AMENDMENTS

Amendments to these By-Laws shall require a majority vote of the Executive Board and a majority of the Association members voting at the meeting. Notice of the meeting and the text of the amendment(s) shall be posted at the clubhouse fifteen (15) days prior to the meeting.

ARTICLE 11. OFFICER RESPONSIBILITIES

PMGA PRESIDENT

Responsibilities:

- Update all written documentation.
- Challenge the Association with new ideas.
- Keep the Association current.
- Conduct monthly meetings with the Executive Board.
- Prepare meeting agenda identifying all key topics and concerns of the membership a week prior to the meeting.
- Perform ongoing reviews of all PMGA programs and ensure they are communicated timely and executed well. This also includes cost analysis for membership to participate in some events such as Medal Series, Blazer, Holly Challenge, etc.
- Ensure the minutes of the meetings are accurate.
- Conduct two annual meetings with the entire PMGA membership, normally the season opener and closer.
- Review and work with the Treasurer to ensure budgetary requirements are being met.



- Interface with the PWCC Club General Manger to insure PMGA programs work in harmony with the club.
- Interface with the PWCC Advisory Board to help facilitate PMGA programs.
- Interface with the PWGA president.
- Review all key written material prior to its release to the membership.
- Working with the Communications Chairman, handle most communication questions and issues with membership via e-mail or phone.
- Be an active participant in PMGA events.
- Attend Blazer and Holly Challenge final matches.
- Review analysis of PMGA events (example Bashes) and determine if opportunities exist to improve.
- Continually strive to develop improved communication with the membership via men's locker room postings and electronically.
- Govern the "Rack" Award nomination and selection process.
- Perform other ad hoc activities necessary to support the Executive Board.

PMGA VICE PRESIDENT

Responsibilities:

- In the absence of the President, act as and perform the duties of the President.
- Lead the recruitment process for new members.
- Welcome and familiarize new members of the PWCC to the PMGA.
- Spearhead the recruiting process for new PMGA board member candidates. Handle all communication for notification of candidates to the membership two to three weeks prior to vote or PMGA closing meeting.
- Coordinate with PWCC Food and Beverage staff to develop the menu for specific PMGA events.
- Obtain appropriate beverages for events as required.
- Participate as a member of the PMGA Audit Committee working with the Secretary.
- Act as the fill in or replacement person when the Play Day Chairman is not available.



- Perform other ad hoc activities necessary to support the Executive Board.

PMGA SECRETARY

Responsibilities:

- Record the minutes at all meetings of the membership and the PMGA Executive Board.
- Maintain minutes and supporting papers in a Minutes Book.
- If directed by the Handicap Committee of PWCC, periodically perform handicap audits of PMGA Play Day postings along with special tournaments such as Blazer and Holly Challenge. Work with and inform the Pro Shop of needed corrections to postings.
- Refer all required player notifications to the PWCC Handicap Committee Chair which will advise member of infraction or error.
- Perform other ad hoc activities necessary to support the Executive Board.

PMGA TREASURER

Responsibilities:

- Maintain the financial records of the PMGA.
- Formulate and maintain a PMGA annual budget based upon the input from the Board members and the guidance of the President.
- Handle banking duties/banking relationship.
- Collect/validate dues, event fees, and other collections such as hole-in-one (HIO), Blazer, Holly Challenge, and Armed Forces Cup programs. This can involve contacting members directly and requesting they make required payments and by validating with PWCC amounts charged to a member's account.
- Pay all organizational expenses.
- Work with the Vice President to negotiate best pricing for PMGA events with the PWCC Food and Beverage Manager.
- Track event participation and payments for above said events.
- Prepare monthly financial reports for the PMGA Executive Board.
- Provide ongoing recommendations to the PMGA Executive Board and President to maintain fiscal responsibility.



- File Annual Tax return – FORM e-990, or 990EZ (PMGA is registered as a tax-exempt organization with an annual filing requirement).
- Perform other ad hoc activities necessary to support the Executive Board.

PMGA COMMUNICATIONS CHAIRMAN

Responsibilities:

- Provide all general communications to the PMGA membership, the PWCC Club Manager for the Perspective Newsletter and to the Pilot Newspaper. Control an up-to-date email listing and update that listing as new information arises.
- NOTE: It is imperative that the Communications Chairman have strong computer skills, including a working knowledge of Microsoft Word and Excel and the ability to edit files and images.
- Provide general emails to members:
 - Send all Play Day notices (as provided by the Play Day Chairman), all Play Day results (as provided by one of the PMGA scorers), and notices of Holes-in-One to all members and the PWCC Golf Shop staff.
 - Communicate all special announcements to the membership as required by other Directors or by Executive Board decisions in the normal course of PMGA business.
- Pinewild Perspective Newsletter:
 - Solicit information from other Directors for inclusion in the monthly Pinewild Newsletter article.
 - Prepare the article using general items of interest such as key Play Day results, PMGA Tournament results, Holes-in-One and other significant events.
- The Pilot Newspaper:
 - Summarize the Play Day results for transmission to the Pilot newspaper. Include the Gross Scores, Net Scores and “Close-Ups” – do NOT include Golf Shop credits won. Include any Holes-in-One for the week, or since the previous report.
- Maintain PMGA bulletin boards communication center in the men’s locker room.
- Perform other ad hoc activities necessary to support the Executive Board.

PMGA TOURNAMENT & RULES CHAIRMAN

Responsibilities:



- Maintain the PMGA Rules of Play and update as changes are necessary. Assure alignment with the USGA Rules of Golf and PWCC local rules.
- Plan and execute PMGA Tournaments.
 - Medal Series Events (8 events).
 - Medal Series Team Championship (3-day Tournament).
 - Blazer Tournament (April – September).
 - Holly Challenge (April – September).
 - Armed Forces Cup (March – June)
- Update and publish Tournament Descriptions in the men’s locker room.
- Send Tournament Descriptions to Communications Chairman.
- Develop a list of volunteers to chair all tournaments.
- Work with the Tournament Chairs throughout the year on all tournaments.
- Send updated tournament information throughout the year to the Communications Chairman for publication to members.
- Elicit suggestions for improvement from the PMGA membership.
- Perform other ad hoc activities necessary to support the Executive Board.

PMGA PLAY DAY CHAIRMAN

Responsibilities:

- Coordinate and work with the Tournament & Rules Chairman in order to plan and execute the below PMGA events. Work closely with the Vice President, Treasurer, and the PWCC Food and Beverage Manager on events that include food and beverages paid for by the PMGA.
 - PMGA Opener
 - Summer Bash I & II
 - Ryder Cup Event
 - PMGA Putting Championship
 - PMGA Closer



- PMGA Azalea Par 3 Challenge
- Set up an overall schedule for the PMGA play year, the weekly game to be played, the course, and tee time (tee times vary during the winter, shotguns, etc.) including tournaments and special events (some of this information will be obtained from the Tournament & Rules Chairman). Post the yearly schedule in the men’s locker room and send all executive Board members a copy of the schedule upon its completion.
- Work closely with the Golf Shop staff to ensure the weekly game registration links are correct and the posting of scores for special tournaments.
- On the Thursday prior to the next PMGA Play Day, prepare a “Game of the Day” sheet and send it to the Communications Chairman for publication to the membership.
- The Play Day Chairman is responsible for calling off the PMGA play day due to inclement weather. Coordinate and work closely with the Golf Shop staff in order to ascertain weather conditions. If play has started and the game has to be called off make sure all players in the field are notified of the cancellation and that their money is refunded to their accounts. If the Play Day Chairman will not be present on Play Day, this responsibility shall be delegated first to the Vice President, then to any other board member available.
- Post a sign when play is “Lift, Clean and Place” (LCP) – always when it is cart path only for all 18 holes.
- Coordinate sign ups and make banners for special events. Send the Communications Chairman “Save the Date” notices, for upcoming major events, for publication to the membership.
- For the Opener, Summer Bashes and Closer, use electronic registration so that the field can be monitored to determine food and beverage requirements.
- For the Opener, Summer Bashes and Closer, have the Golf Shop staff provide a copy of the lineup and realign the teams in order to have equitable handicap numbers on all groups (i.e., each team should have a red/green tee player and the total handicap numbers should not vary widely. This makes the game more enjoyable and any group is able to win.
- Elicit suggestions for improvement from the PMGA membership.
- Perform other ad hoc activities necessary to support the Executive Board.

KEEP THE MEMBERSHIP INFORMED!!

