



PGA

Southern California Section

CHAPTER ORIENTATION

CHAPTER BYLAWS

The Bylaws of the Chapters of the SCPGA shall incorporate the Constitution and Bylaws of The Southern California Section and the PGA of America, and shall not conflict with the laws of the State of California or the laws of the United States of America.

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| I. Purpose of “The Professional Golfers’ Association of America | IX. Honorary President |
| II. Purpose and Mission of Chapters | X. Executive Committee |
| III. Chapter Boundaries | XI. Meetings |
| IV. Board of Directors | XII. “Dual Chapter” Membership |
| V. Terms and Qualifications | XIII. Finance & Business Affairs |
| VI. Duties & Responsibilities of Directors | XIV. Revocation of Chapter(s) |
| VII. Vacancies | XV. Chapter Assets |
| VIII. Officers | |

[VIEW CHAPTER BYLAWS HERE>>](#)

CHAPTER GUIDELINES

1. Member Services: The Section will offer support for member and associate programs within the Chapter. The Chapter must administer associate orientations for incoming PGA associates.

A Chapter board member shall be included on all Section Committees.

2. Tournament: The Chapters may conduct their tournaments as they wish, but must abide by the SCPGA Tournament Rules and Regulations. No event shall conflict with a Section event. Each Chapter will be given two dates for defined “Charter” events. Each Chapter must have their annual tournament and events schedule approved by the SCPGA Tournament Director and as such submitted for the Calendar of Events no later than October 1 for the following year.

The Chapter Tournament Committee is responsible for the Chapter tournament program and schedule. The SCPGA will offer staff support when requested.

CHAPTER GUIDELINES CONT.

3. Communication: The SCPGA will support the chapters with collateral, promotion and advertising when requested by a chapter. Chapters may utilize the SCPGA email system for Association announcements.

All Chapter events must be included on the SCPGA Events Calendar. The Chapter events such as education and meetings shall be submitted no later than November 1.

Chapters will be requested to submit info to be included in the “Chapter Corner” for each issue of the Section’s PROgram magazine.

Each chapter representative must provide the Section with a quarterly written report of Chapter board and event activities.

4. Sponsorship: Each Chapter is responsible for securing sponsor contributions. All sponsor contributions must be sent to the SCPGA for deposit with the PGA of America. The PGA will distribute payment to winners.

CHAPTER GUIDELINES CONT.

5. Financial: Each Chapter will be assisted with collection of dues and fees. All budgets, financial statements, accounts payable must be submitted to the SCPGA for submission to the PGA and payment by the PGA. Budgets for the next year (fiscal period) must be submitted to the Section and the PGA of America by October 1.

6. Minutes: The Chapter Secretary must submit the minutes of Chapter Board of Director meetings to the SCPGA within 30 days of the meeting day.

7. Board of Directors: Each Chapter must elect or appoint a Chapter representative to the SCPGA Board of Directors. The representative shall be a current officer or past president of the respective Chapter. The representative shall serve a two year term and may serve consecutive terms. The Chapter Representative must meet attendance requirements for the SCPGA Board of Directors.

Newly elected Chapter board members must attend a/the New Board Member Orientation conducted by the SCPGA.

CHAPTER GUIDELINES CONT.

8. Compliance: In order to receive financial assistance, the Chapters must meet and adhere to these established guidelines and requirements. These guidelines may be amended at any time by the SCPGA Board of Directors.

If a Chapter fails to comply with any of the requirements in these Chapter Assistance Guidelines, said Chapter would be given notice and the opportunity to comply.

Following the notice, if a Chapter fails to rectify, complete or comply with any of the requirements in the Chapter Assistance Guidelines during a defined payment period, usually a calendar quarter, that Chapter would be subject to a reduction or cancellation of their payment for that period.

The compliance and decision regarding the penalty in these cases will be reviewed by the SCPGA Officers then enacted by the SCPGA Board of Directors.

9. Special Awards: Each Chapter shall conduct its own Special Awards program. Each Award Winner (from each Category) is then submitted for consideration at the Section level. Candidates must be submitted to the Section by June 1.

CHAPTER OFFICER DUTIES

President. The President serves as the Chairperson of the Board of Directors and has the following duties:

- a. Presides over all meetings of the Chapter (Board, Annual Meeting, and Officers' Committee)
- b. Assures the integrity of the Board process including effectiveness of meetings and the Board's adherence to its own rules.
- c. Serves as the chief spokesperson for all Chapter activities including award presentations.
- d. Represents the Chapter and its members among the golfing public, media and other golf organizations.
- e. Appoints committees and their chairpersons as deemed necessary

Vice President. The Vice President is primarily responsible for the financial affairs of the Chapter, and has the following duties:

- a. Serves as Chair to the Budget Committee and Finance Committee if applicable
- b. Reviews financial reports issued by the Section Office to the Chapter
- c. Responsible for the integrity of the Chapter's financial documents.

CHAPTER OFFICER DUTIES CONT.

Secretary. The Secretary is primarily responsible for the membership matters of the Chapter, and has the following duties:

- a. May serve as Chair to the Chapter Membership Committee
- b. By affixing their signature, shall attest formally to the legitimacy of Chapter Board documents.

Honorary President. The Honorary President shall be the most immediate Past President and has the following duties:

- a. Conduct the elections during the Annual Meeting.
- b. Serve as a member of the Executive Committee

CHAPTER OFFICER TIME COMMITMENT

1. Meetings: Executive Committee members are expected to attend the following are meetings:

Four (4) Board meetings each year (to be determined by each Chapter)

New officer orientation at Section office

At least two General Section Meetings determined by the Chapter

Chapter President - Section Annual Meeting

Chapter officer combined meeting

2. Section Activity Representation: Several activities occur throughout the year for which the Chapter Executive Committee may be asked to serve as the spokesperson, host, emcee, or as a representative for the Chapter.

Cracker Barrels

Employment Tours and site visits to fellow Members

Attend and where possible present awards at major Section Tournaments: Section Championship, Senior, Women's, APA, Women's Team Matches, Jr Golf Banquet, Honors Cup, North South Cup, Chapter Challenge, etc.

Assorted Section Committees

3. Industry Activity Representation: There are numerous events hosted by other industry organizations which the Executive Committee may be requested to represent the Chapter, or will be asked to serve as a member of a Committee for an Allied Industry Association

CHAPTER REPRESENTATIVE DUTIES

- Shall serve as a voting member of the Section Board of Directors for a term prescribed by the Chapter and Section ByLaws.
- Shall follow the responsibilities for serving as a Board member for the Southern California PGA.
- Shall attend all meetings of the SCPGA Board of Directors and under all policies and procedures related to the SCPGA Board of Directors.
- Shall submit a written report each Section board meeting and each chapter general meeting.

QUESTIONS?



Southern California PGA

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