

KENTUCKY PGA ASSISTANTS/ASSOCIATES DIVISION CONSTITUTION AND BYLAWS

ARTICLE I NAME AND OBJECTIVE

Section 1 NAME

The Division shall be called "The Kentucky PGA Assistants/Associates Division". It shall operate in a manner consistent with and the approval of the Kentucky PGA.

Section 2 OBJECTIVE

The objective of the Assistants/Associates Division is to develop communication between Assistants and Associates, to represent the views of Assistants and Associates to the Kentucky PGA Board of Directors, to serve as a resource for Associates completing the PGA Education Program, and to assist in the administration, publicity, and execution of the Kentucky PGA Assistants Championship, the Kentucky PGA Assistants Match Play Tournament, and other Kentucky PGA events that include Assistants and Associates. These guidelines are not meant to supersede the Kentucky PGA Bylaws, Regulations, or Rules.

ARTICLE II MEMBERSHIP

Section 1 REQUIREMENTS

Requirements for membership and participation in tournaments or events designated for Assistants and Associates shall be as follows:

- A. Registered PGA of America Associates in good standing affiliated with the Kentucky PGA.
- B. Class A-8 PGA Members affiliated with the Kentucky PGA.
- C. Non-Member Head Professionals in good standing that are registered in the PGA 2.0/3.0 or PGA PGM Education Program and affiliated with the Kentucky PGA.

ARTICLE III MEETINGS AND COMMITTEE REPRESENTATION

Section 1 MEETINGS

There will be a meeting of Assistants and Associates at the Annual Spring Meeting during the month of March as well as during the Annual Fall Meeting during the month of December. The main purpose shall be to make amendments and additions to the Division's Constitution and Bylaws, to communicate pertinent tournament information to Assistants/Associates, and to elect officers as outlined in Article V. All Assistants/Associates Division meetings will be conducted using generally accepted parliamentary procedures. Dates and sites of all annual meetings shall be set by the Board of Directors.

Section 2 SPECIAL MEETINGS

Special meetings of the membership may be called by the President. Notification shall be sent by the way of email.

Section 3 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, and Kentucky PGA Board of Directors' Liaison. Executive Committee meetings may be called by any officer.

Section 4 KENTUCKY PGA BOARD OF DIRECTORS MEETINGS

The Kentucky PGA Board of Directors shall have at least two regular meetings each year --- one at the Annual Spring Meeting and one at the Annual Fall Meeting. The Section Board will be subject to additional meetings called by the President at any time, providing notice is given at least seven days prior to the meeting. The President of the Assistants/Associates Division is an invited participant at Kentucky PGA Board of Directors meetings as a non-voting participant. The Assistants/Associates President is excluded from any Executive Committee discussions.

Section 5 TOURNAMENT COMMITTEE REPRESENTATIVE

The Assistants/Associates President shall appoint an Assistants/Associates representative to the Tournament Committee each year.

Section 6 EDUCATION COMMITTEE REPRESENTATIVE

The Assistants/Associates President shall appoint an Assistants/Associates representative to the Education Committee each year.

Section 7 ADDITIONAL COMMITTEES

The Assistants/Associates President may develop and appoint representatives to committees as they see fit for the organization of the Assistants/Associates Division.

ARTICLE IV OFFICERS

Section 1 DIVISION CHAIRMAN

A Class "A" Member appointed by the Kentucky PGA President. They shall act as a liaison between the Assistants/Associates Division and the Kentucky PGA Board of Directors.

Section 2 PRESIDENT

The duties of President shall be as follows:

- A. Preside over all meetings of Assistants and Associates at the Annual Meetings.
- B. Complete Kentucky PGA Board Orientation Program as conducted by the Executive Director and Kentucky PGA President.
- C. Attend Kentucky PGA Board of Director Meetings to represent the views of Assistants and Associates throughout the Kentucky PGA.
- D. Submit reports to the Kentucky PGA Board of Directors at all meetings as well as to the general membership at the Annual Spring Meeting and Annual Fall Meeting.
- E. Serve as a resource to Assistants and Associates completing the PGA Associate Education Program.
- F. Assist the Tournament Committee with the development and execution of the Assistants Championship and the Assistants Match Play Tournament.
- G. Work with sponsors on developing prizes and guidelines for Assistants Championship to encourage participation and advance purses.
- H. Promote the value of Assistant Golf Professionals to Members in the Kentucky PGA.

Section 3 VICE PRESIDENT

The duties of the Vice President shall be as follows:

- A. Perform the duties of the President if the office is vacated during the term of office.
- B. Keep and publish minutes from the Assistant/Associates Meetings held in the Spring and Fall.
- C. Serve as a resource to Assistants and Associates completing the PGA Associate Education Program.
- D. Assist the President and Tournament Committee with the development and execution of either the Assistants Championship or the Assistants Match Play Tournament.
- E. Promote the value of Assistant Golf Professionals to Members in the Kentucky PGA.

ARTICLE V ELECTIONS

Section 1 TERM OF OFFICE

The term of office for the President and Vice President shall begin immediately following the Annual Fall Meeting. The term shall extend for one year until the end of the next Annual Fall Meeting. The Vice President will move into the President position following confirmation that takes place at the Annual Fall Meeting. If a Vice President does not receive confirmation or resigns before the Annual Fall Meeting, an open election will be held at the Annual Fall Meeting for the President position.

Section 2 NOMINATIONS

Candidate biographies will be solicited by the President at least 30 days prior to the Annual Fall Meeting for the Vice President position. Biographies will be distributed to the membership at least 7 days prior to the scheduled election. Candidates that submit a written biography will be nominated for their selected position prior to voting. Open nominations will be accepted for each position prior to voting.

Section 3 ELECTION ADDRESS

Candidates that attend the election meeting will have the opportunity to address their qualifications, goals, and experience to the membership prior to voting. Questions from the membership may be answered before the voting process begins.

Section 4 ANNUAL FALL MEETING ELECTION PROCEDURE

- A. The Vice President shall be confirmed as the new President at the Annual Fall Meeting. Confirmation is completed by a majority vote. If the Vice President does not receive confirmation or resigns prior to the Annual Fall Meeting, an election for President will be held as outlined in Items D-H below.
- B. The Vice President shall be elected at the Annual Fall Meeting by a majority of those voting. If a majority is not reached after one round of voting, the lowest vote total will be eliminated, and additional rounds of voting will occur until a majority is reached.
- C. The order of the elections will be confirmation of Vice President, election of President (if necessary), and election of Vice President.
- D. Assistants/Associates Division Officers may be re-elected.
- E. Any individual classified as an Assistant or Associate in good standing with the PGA is an eligible candidate for election.
- F. Individuals must remain in good standing with the PGA to remain in their elected position until the end of their term.
- G. A change in classification from Assistant or Associate to another recognized PGA status or a change in employment status does not necessitate ending service during an elected term.
- H. The election process will be administered by an individual not running for the Vice President position. The individual will be selected by the Assistants/Associates Division President. A representative of the Kentucky PGA Board of Directors will be present to count votes and assist with the election process.

Section 5 REPLACEMENT OF OFFICERS

If the President of the Assistants/Associates Division vacates their position before the end of their term, the Vice President will become President. If the Vice President of the Assistants/Associates Division vacates their position before the end of their term, the President will appoint a replacement. In the event that all elected members of the Assistants/Associates Board vacate office, the President of the Kentucky PGA will appoint a replacement Assistants/Associates President until an election can be held at the next scheduled Annual Meeting.

ARTICLE VI AMENDMENTS

Section 1 AMENDMENTS

Members of the Division may amend the Constitution and Bylaws in the following manner:

- A. The amendment must be proposed by motion at an Annual Meeting or any Special Meeting.
- B. The proposed amendment may be adopted by a majority of those voting at the meeting.

ARTICLE VII

MEETING AND EDUCATION ATTENDANCE REQUIREMENTS

Section 1 MEMBER ASSISTANTS

Meeting and Education requirements for Member Assistants are outlined in the Kentucky PGA Bylaws in coordination with guidelines adopted by the tournament committee.

Section 2 ASSOCIATES AND NON-MEMBER HEAD PROFESSIONALS (FULL TIME EMPLOYMENT)

Meeting and Education requirements for Associates and Non-Member Head Professionals are outlined in the Kentucky PGA Bylaws in coordination with guidelines adopted by the tournament committee.

Section 3 ASSOCIATES (Seasonal Employment)

Meeting and Education requirements for Seasonal Associates are outlined in the Kentucky PGA Bylaws in coordination with guidelines adopted by the tournament committee.

March 22, 2023