

# Standard Operating Procedures



ASSOCIATION OF  
**GOLF COURSE**  
SUPERINTENDENTS

**[updated Spring 2019]**

## **Duties of a PAGCS Board Member**

1. Attend all Monthly Board Meetings. Attendance at every Board Meeting is considered part of the responsibilities of a PAGCS Board Member. Board Members are encouraged to notify the Executive Secretary/Director at least 48 hours in advance if an absence is unavoidable.
2. Provide an activities report to the Board at each Board Meeting. If an absence is unavoidable, the report must be submitted to the Executive Secretary/Director 24 hours before the meeting.
3. Represent the Association in accordance with all PAGCS Bylaws.
4. Attend at least two monthly membership meetings.
5. As an elected representative of the PAGCS membership, be accessible to members as needed.
6. Report to the Board any unethical behavior that would detract from the reputation of the Association.

## Immediate Past President

1. Serve as advisor and counsel when called on by the president and Board of directors. Attend meetings of the Board of directors.
2. Chair the awards committee. Prepare for recognition of members who are retiring from the industry, retiring from the Board, etc. Chair selection committee for all scholarships and awards, in particular the Eb Steiniger Distinguished Service Award. Ensure all proper recognition and awards as deemed necessary by the Board.
  - Timing of duties
    - Scholarship Applications: scholarship monies must be awarded before fiscal year end; scholarship chairman must set application deadlines such that applicants are ready for Board review by September 15. Process should be open for two months minimum, beginning no later June 15.
    - Awards (e.g. Eb Steiniger, retirements from Board or industry): presented at annual meeting—due for Board review Sept. 15.
    - Spring newsletter—announce Eb Steinger Award information and deadline, ensure communications via email reminders to the membership.
3. Chair the nominating committee and submit names of all eligible Board candidates [see Bylaws for specifics] to the Board of directors at least 30 days prior to the election meeting, along with a brief written biography of each candidate and statement of qualifications. With the executive secretary, ensure that the membership is notified of election slate at least 15 days before the annual meeting.
4. **Annual meeting** – The annual meeting requires extra coordination. Work with the Executive Director/Secretary to ensure election procedures are followed [these include but are not limited to the following]:
  - Identify emcee and person to run elections
  - Prepare agenda for MC
  - Recognize significant events and members
  - Prepare script for person running elections: ensure that Roberts Rules of Order are followed.
  - Annual Meeting Business Agenda [once golf awards are done]:
    - Scholarship Awards/Eb Steiniger

- Recognize outgoing Board, retiring members, deceased members, others of note
- Elections

Annual Meeting Election Script for the election official/chair:

The 20## annual election meeting of the Philadelphia Association of Golf Course Superintendents will come to order.

[introduce the current Board of Directors in the room]

Chair/official: Present the ballot [state if necessary that the quorum of 15 is present and that a majority vote is needed]

Chair/official: Is there any discussion from the floor?

*[Addendum: if there is discussion and/or options needed to run from the floor, or there are multiple individuals running for the same position on the ballot, see below]*

If the chair/official is a voting member: he or she says I propose the ballot and request a second from the floor.

If the chair/official is not a voting member: he or she says: who proposes the ballot? Once secured, he or she says: do I have a second?

Once Proposal and Second are NOTED and secured, the Chair/official says: Those in favor? Any opposed? And if the majority is in favor, say: the Ayes have it.

State: the elections for 20## are now concluded and hand the mic/program back to the emcee.

**Addendum:**

Discussion/Nominations from the floor/In the event that there are multiple individuals running for the same position:

- Read each position on the ballot and the candidate on the ballot followed by, if necessary, are there any nominations from the floor?
- Ask each candidate from the floor to stand and acknowledge acceptance of the nomination at the time of nomination.
- Once all positions are read and candidates confirmed, ballots will be distributed to all voting members.

- Voting will be tabulated by a committee of the Executive Director, the Election Official, the President Emeritus [if the PE is not available, the current President will substitute], and the PAGCS BOD Secretary.
  - The Election Official/Chair will announce the results and close the elections [see above for language/procedure].
5. Help Golf Committee assemble teams to represent the PAGCS at the Rutgers Golf Classic, the MET Tournament and any other related golf/industry event.
- Guidelines for selecting MET Tournament Team
    - Participants must attend a minimum of two monthly PAGCS golf meetings in that year. They must have a valid handicap. A higher priority is given to the winners of the PAGCS Trophy Meetings for the year.
    - It is up to the team to secure half of the sponsorship for the event.
6. With the executive secretary/director, prepare a transitional briefing for the incoming president on the past year's issues, successes, progress, challenges, and trends. Candid evaluation of programs and committee chairpersons/members must occur.

**President: this is an officer level position**

1. Schedule and preside at all Executive Board meetings and all Association meetings, appoint committees, oversee all committees. Ensures that the Board functions effectively, interacts with the appropriate committees and fulfills all of its duties.
2. Convene a meeting of the Board of Directors within thirty days after election. Announce committee appointments, establish priorities, give guidance and state goals for the year at this meeting.
3. Work with the executive director/secretary to develop agendas for all Board meetings, to coordinate all monthly and annual reporting and to ensure the smooth and efficient operation of the Association.
4. Appoint a nominating committee, to be chaired by the President Emeritus, of at least three (3) voting members in good standing, announcement of which shall be at least 90 days prior to the Annual Meeting. The nominating committee shall submit a list of nominees to the membership at least 15 days in advance of the Annual Meeting. The duty of the nominating committee shall be to nominate eligible candidates for such elective offices, as there are to fill for the ensuing year.
5. Responsible for appointments to the Board, including but not limited to the Industry Representative and GCSAA Voting Delegate. Responsible, with executive Board approval, for filling all Board vacancies. Responsible for appointing committees and committee chairpersons as necessary. Responsible for hiring and overseeing paid staff.
6. With the Secretary, responsible for the enforcement of all rules of the Association.
7. The Vice President shall assume all the duties of the president in cases of the president's absence or non-availability.
8. Addresses general membership at annual meeting to outline goals, accomplishments and unfinished business during preceding year.
9. At the beginning of term, receive a transitional briefing from the outgoing president and executive director/secretary on the past year's issues, successes, progress, challenges, and trends. Candid evaluation of programs and committee chairpersons/members must occur. At the end of term, prepare the incoming president (president-elect) for assuming the duties of president.

## **Vice President: this is an officer level position**

1. Be actively involved in the chapter program planning and be prepared to assume the duties of the president in two years. The vice president develops and plans the programs to be presented at chapter meetings, obtains speakers for chapter meetings as well as special functions, and is responsible for securing appropriate meeting facilities. Monthly membership meetings take place April through November. At least one will be the Annual Meeting and one will be the Chairman's Meeting. At least one month, the meeting will be deferred to the George Ley Turf Student Scholarship Golf Outing.
2. Responsible for finalizing agreements with hosting golf courses and coordinating the current year's calendar of events, including coordinating the calendar with other turfgrass organizations and facilities to avoid scheduling conflicts [these organizations include but are not limited to the PTC, Rutgers, Penn State].
3. Secure all sponsorship for the meetings.
4. Secure meeting dates and places for the coming year in which you will be president. Prior to the conclusion of your term as vice president, you should have the coming years' activities scheduled and roughly planned to help the incoming vice president with his/her efforts.
5. With the Executive Secretary, responsible for coordinating the logistics/site coordination for each monthly Association meeting. Coordinate the event with and through the host superintendent.
6. Must supply the Executive Secretary with all pertinent details of meeting at least four weeks in advance. These include but are not limited to the following: date, location, name of host, pricing, agenda, speaker name and contact information, registration deadline. Oversee and ensure the meeting registration process, to be handled by the Executive Secretary.
7. Encourage, schedule and coordinate USGA and/or GCSAA seminars.
8. Assist president in the oversight of all monthly Board Meetings. Perform all other duties required by the Executive Board. In the absence of the president, perform all presidential duties.
9. At the end of term, receive transitional briefing from outgoing president and executive director/secretary on the past year's issues, successes, progress, challenges, and trends

**Treasurer: this is an officer level position**

1. Oversee the preparation and distribution of financial audits by an accountant or financial professional.
2. Submit a financial summary or copy of the IRS 990 form for the previous fiscal year to the GCSAA to comply with annual affiliation requirements.
3. Ensure that payments are submitted for both the directors and officers liability insurance and the general liability insurance, as required for affiliation with GCSAA [both are generally due between December and March].
4. Ensure that all chapter financial policies are being followed. These include, but are not limited to, commitment of funds, check writing, bookkeeping procedures, audits and cash reserves.
5. Give regular reports to the Board and at annual membership meetings as to the financial health of the chapter. Reports are prepared by Executive Secretary/Director.
6. Chair the finance committee and direct this committee in preparing the budget for the next fiscal year.
7. Ensure that books and records are kept of all receipts and disbursements [Executive Secretary].
8. Orient the incoming treasurer to procedures and arranges for the transfer of records and operating procedures to the incoming treasurer.
9. Review financial documents of the chapter.

## **Definitions of Financial Accounts and Expenses/Receivables**

**OPERATING ACCOUNT [8349]:** all income and expenses flow into and out of this account. Expenses are paid by Visa [V], Auto Debit [AD], ONLINE BILL PAY [OLBP]. The PAGCS office does not stock checks.

**George Ley and Frank Shuman SCHOLARSHIP ACCOUNTS:** these accounts are primarily for all scholarship funds. Funds from the general account could be transferred to the GEL account if properly accounted for for the purpose of earning interest.

GEL account [7797] holds the balance of funds from previous fundraisers; monies are transferred from GEL to the Operating Account when scholarships are awarded. FS account [7232] is replenished as needed by Frank T. Shuman pursuant to a financial report supplied by the PAGCS [office/treasurer].

**36-Month CD:** Opened in August 2018 by a transfer from Operating of \$30,000.

## **INCOME**

**PROGRAM INCOME:** Broken down in two main categories:

**MEMBERSHIP DUES** and MEETINGS AND EVENTS, SPONSORSHIP, BONNIE

**SCHOLARSHIP:** broken down in to FS, GEL, PAGCS

## **EXPENSE**

**BUSINESS EXPENSES:** broken down by Bank Fees, Dues and Subscriptions, Insurances, IRS, PayPal

**CONTRACT SERVICES:** broken down by Accountant, Executive, Newsletter Editor

**OFFICE EXPENSES:** Monies paid for PAGCS administrative purposes (e.g. supplies, Internet, Website, etc.).

**TRAVEL AND MEETING:** broken down by events, also travel expenses for GIS, Board Member Travel on PAGCS Business

Staff/representatives and Board Member Travel Expenses on behalf of PAGCS [subject to treasurer review]: Individuals may submit a travel expense request for items such as gas, f&b, hotel, transportation fees, etc.

**DONATIONS:** [see also below—SOP For Life Altering Events]

**OTHERS:** Member Services, Newsletter [see also below—SOP For Life Altering Events]

**PUBLIC OUTREACH:**

**SCHOLARSHIPS:** broken down by FS, GEL, PAGCS

**NEWSLETTER:** advertising income and monies spent on production, editor expenses.

**MERCHANDISE - (Shirts, Sweatshirts, and Hats)**

**DIRECTORY:** advertising revenues and production costs

**MISCELLANEOUS INCOME:** Income that does not relate to the above accounts.

**AWARDS and Member Services [Benevolence]:** Awards presented for Eb Steiniger, Meeting Host, Board Service, births, deaths. Revenues from all 50-50s and benevolence fundraisers.

**MEETING and event EXPENSE:** all fees for monthly membership meetings, Board meetings, education events.

**INSURANCES:** Expenses incurred for Directors & Officers Insurance and Liability Insurance as required by GCSAA for affiliated chapters.

**ACCOUNTANT FEES**

**DUES AND AFFILIATIONS:** PTC, etc

**WEBSITE:** any fees incurred in development or roll out of new site, plus a fee when it comes time to renew ownership of domain name; additional fees paid to maintain site.

**Board Secretary: this is an officer-level position**

1. Responsible for recording the Board Meeting minutes, typing the report and distributing the report to each Board Member before the next Board Meeting.
2. Responsible for maintaining a current list of members, both dues and non-dues paying.
3. Responsible for helping the executive secretary maintain an accurate membership roster and roster book.
4. Oversee all official correspondence of the Association and ensure such correspondence is properly preserved and filed until otherwise disposed of by the Executive Board.
5. Maintain an Association record in which shall be entered an accurate history of all elections to membership, resignations of members or officers and all membership forfeitures, suspensions and expulsions.
6. Responsible for assigning each member the correct classification. Stock and distribute forms for change of class or status.
7. Review SOP and ByLaws on an annual basis.

## **Membership Committee/Membership Application Process**

1. Responsible for encouraging potential applicants interested in membership by supplying them with applications and helping them to understand the application review process. All applicants to the PAGCS, upon completion of the application.
2. Review all submitted applications for appropriate information/completion on a monthly basis before submitting the application to the Board for review. Ensure that the applicant is placed in the correct class, based on parameters set forth in the Association Bylaws.
3. Direct all applicants in how to attain any missing/necessary information to complete the application for membership.
4. Perform an annual review of the membership application and make revisions/updates if necessary.
5. Submit a membership report of all reviews to take place at the upcoming Board Meeting or by electronic vote to the Executive Secretary/Director on a monthly basis.
6. Welcome all new members with a personal phone call within one week of their approval for membership by the Board. Provide the Executive Secretary/Director with the necessary information to send out welcome emails to all new members. Work with Executive to ensure that welcome emails are sent.

At a minimum, a welcome emails should include the following:

1. Welcome email from the Membership Chairman of the PAGCS
2. Attachments: current PAGCS Membership Directory, Assignment of Vote to Chapter Delegate form [Class A/B only]
3. Links: PAGCS website [include log in details], Directory Update, any current pertinent links, such as current events, job postings, etc.

## **Golf Chairman and Committee**

- 1) Organize the golf portion of all monthly membership meetings for the season. Work to Assemble a committee to facilitate the following tasks:
  - a. Work with the education chairperson/Vice President and each hosting facility to select formats for each golf outing at the beginning of the season
  - b. Get the registration list from the Executive Secretary/Director three days before each meeting and set up the pairings for the outings [review all pairings with Executive Secretary/Director for accuracy of attendees]
  - c. Communicate the pairings and reconfirm the format with each hosting pro shop before the meeting.
  - d. Handle any last minute changes that need to be taken care of with the pro or general manager of the facility.
  - e. Oversee the registration table at each outing: have facility staff set up a table, make sure to schedule adequate staffing for the table [at least 2 people], keep accurate records of paid and unpaid registrants, keep monies secure. All monies and registration records must go to the Executive Secretary/Director.
  - f. Secure prizes: Determine winners with the pro shop, announce the winners and distribute prizes at each meeting [pro shop gift certificates, generally]. An accurate paper documentation of all winners must be provided to the Executive Secretary/Director, including the names of any attendees taking a prize on behalf of another person.
- 2) Set up teams, with the past-president of the Association, to represent the PAGCS in the MET tournament and any other similar event.
  - a. MET Tournament guidelines can be found under Immediate Past President (pg 3).
- 3) Submit a golf report to the newsletter editor within one week of each meeting: the report should include golf results, prize winners, other pertinent details, such as impressions or details of the course, funny stories, etc.

## **Member Services Committee**

1. Responsible for tracking [via Excel Files] and providing appropriate monetary donations or gifts (flowers, fruit baskets, etc.) to members and/or their families in the events of illness, accident, or death. Monetary guideline are listed below.
2. Make recommendations to the Board for donations in special circumstances. Oversee disbursements from the Benevolence Fund.
3. Provide a report to the Board/Executive Secretary/Director and Newsletter Editor quarterly, including all names and details of Member/Friends of the Association News for publication in the newsletter.
  - a. Births [children born to members or friends of the Association]: names of parents, names and ages of siblings, DOB, digital photo of baby/family.
  - b. Deaths [of members and their family members or the death of a friend of the Association]: provide link to death notice or copy of death notice and all pertinent information, such as dates, addresses and donation information.
  - c. Member Career News: achievements including attaining CGCS and promotions should be recognized in the newsletter. Include dates, place of employment, contact information, other pertinent details.
  - d. Health: surgeries, serious illnesses, etc., warrant attention, either by newsletter or gift or both]: include dates, nature of illness/injury, where to reach the person, and any other pertinent detail.

## **Standard Operations for Life Events for Members of the PAGCS**

The Mission Statement of this section is to address how the Board of Directors and their Administrator/s should treat members of the PAGCS as it relates to Life Altering events. Life Altering events shall be defined as following:

- 1. Death of a member, no matter his or her class;**
- 2. Death of an immediate family member (child or spouse) of a member, no matter his or her class;**
- 3. Retirement [of a member in good standing/ approved by the Board] from one's position, no matter his or her class;**
- 4. Termination of a member's employment without due cause, no matter his or her class;**
- 5. Life threatening illness of any member, no matter his or her class, and/or a member's spouse and/or child.**

In the cases of numbers 1 and 2 of the Life Alternating events, all categories will be treated the same. The PAGCS will make a donation of \$250 to the charity of the effected member's choice within 10 day of the publication of the obituary.

In the case of number 3, the PAGCS will make a donation to the retiring member of \$500.

In the case of number 4, the PAGCS will send the member who has never served on the Board of Directors in any capacity a donation of \$1000 within 10 day of the termination becoming official. As for any member who served at any capacity at any time on the Board of Directors will receive \$2000 within 10 days of the termination being made final.

All terminated members (no matter their past participation on the Board of Directors or not) will be offered services and resources to assist with the employment process.

In the case of number 5, the Board of Directors will meter out aid on individual cases as warranted. Benefit does not apply to individuals who leave the PAGCS or the industry.

- In ALL cases, these above listed monies can be denied if the majority of the Boards of Directors rules that it is not financially prudent for PAGCS at the time of disbursement.
- If a member is terminated for cause by their employer, the individual will not receive any of the above benefits.
- In the case of numbers 3, 4 and 5, they are only available ONCE to that individual member.

## **Public Relations Committee Job Description**

1. Develop and maintain a public relations database to include contact information for local media representatives.

1. Alert the media via press releases of activities, concerns and issues affecting the turf industry in the region. Notify and extend invitations to the media to attend monthly meetings, particularly but not limited to the Annual Meeting and the Chairman's Meeting. See Executive Secretary/Director for assistance.

2. Responsible for keeping tabs on all relevant publications. With the Executive Secretary/Director, create and maintain and archive relevant articles appearing in industry publications: examples include, but are not limited to, features about members and/or member golf courses, articles affecting the regional turf industry, anything that might be of general interest to the membership. Provide a quarterly report to the Board on these activities/occurrences.

3. Submit to the newsletter any relevant material. Responsible for at least one newsletter contribution per year.

## **PGCSA/Government Relations Representatives Job Description**

1. Responsible for attending all Allied/PGCSA Meetings and reporting back to the PAGCS all activities.
2. Responsible for keeping on top of GCSAA-issued information regarding state and federal government legislation relating to the region [contact Chava McKeel at GCSAA].
3. Responsible for receiving, reviewing and reporting on all PA DEP press releases and activities relevant to the regional turf industry. Responsible for attending [or appointing an attendee] any relevant DEP roundtables and other meetings as necessary.
4. Responsible for at least one article/contribution per year to the newsletter reporting on relevant environmental activities, legislation, or concerns for members and the industry.

## **Industry Board Representative**

This is a non-voting, typically one- or two-year Board appointment, as determined by the Board. Appointment is made at the discretion of the Board, but generally sometime between the first official Board Meeting after elections/Annual Meeting and March 30.

1. Responsible for helping the Association foster better communications between the Board and Affiliate members.
2. Responsible for submitting at least one article during the year to the newsletter.
3. Responsible for helping or procuring help for the golf committee with on-site, day-of-meeting registrations at each monthly golf outing/membership meeting.
4. Assist the Awards Committee in procuring awards, as needed.

*[Note: in the past the industry representative has served as the Membership Chair. However, they can serve on other committees (e.g. education...)].*

### **GCSAA Chapter [Voting] Delegate/Alternate Job Description**

1. Represent and vote on behalf of the PAGCS at the annual GCSAA conference & show [Golf Course Industry Show] held in February.
2. Represent the PAGCS by participating in the chapter delegates meeting, held in the Fall at GCSAA Headquarters in Lawrence, KS.
3. Assume the chapter liaison position with GCSAA.
4. Keep the Board apprised of any details pertaining to GCSAA elections and activities. Ensure that GCSAA is informed of issues relating to the chapter.
5. Responsible for writing an article for the newsletter after the Chapter Delegates Meeting, giving a brief description of the candidates running for office of the GCSAA and providing details regarding any topics that will be voted on in the upcoming election. [Article is due by the nearest deadline after the meeting.]
6. It shall be the duty of the Alternate Delegate to perform any of the above duties should the primary Chapter Delegate be unable to do so.

*[Note: in the past duty has been filled by the Vice President. However, it can be filled by any Officer or Board member with an interest in service and learning about GCSAA.]*

### **Assistant Outreach Representative**

1. Be the liaison between the Class C member of the PAGCS and the Board of Directors.
2. Help at registration for monthly meetings or appoint a Class C colleague.
3. Lead the organization of one yearly event for Class C members.
4. Provide an article for each issue of the newsletter for the “Assistant’s Corner” feature [article may be authored by another individual].

## **Editor, “The Bonnie Greensward”**

1. Responsible for all aspects of newsletter design and production.
2. Set a newsletter production schedule at the beginning of the year, complete with tentative deadlines and publication dates: Issues must be published, at a minimum, on the following schedule: Spring, last day of May; Summer, last day of August; Fall, last day of November; Winter, last day of February.
3. With the help of the Board, solicit articles, photographs and all necessary content for each issue [see Newsletter SOP for details].
4. Establish and communicate deadline for each issue; send out a deadline reminder not less than one week before the deadline.
5. Ensure photo documentation of all PAGCS events for the newsletter—assign photographer when cannot attend.
6. Lay out each issue. With the help of the Chapter Executive and Board, edit and approve final draft.
7. Keep abreast of current industry-related events and trends for possible inclusion in the newsletter.

**Standard Operating Procedures for PAGCS Newsletter:  
*The Bonnie Greensward***

Currently, the newsletter is to be produced as a quarterly magazine [Spring, last day of May; Summer, last day of August; Fall, last day of November; Winter, last day of February]. Typical content schedule is below. Advertising is reserved for official PAGCS sponsors only.

**CONTENT:**

President's Message

Meetings and Events coverage, including photos and results

Assistant's Corner

Equipment Technician Feature

Upcoming Events

Feature Articles and Newsworthy Items

## Membership Dues Structure

- Classes A and B - \$155
- Class C and Mechanic – \$80
- Student \$30
- AA – no dues
- Retired – no dues
- Affiliate -
  1. Participants in the Sponsorship program- \$155
  2. Without participation in sponsorship program – \$275
- Facility Packages
  - Facility Package #2 -\$660. Director of Grounds (or similar), three Superintendents, and one Assistant.
  - Facility Package #3 - \$365. Superintendent, plus three others (Assistant, Mechanic, Technicians).
- The Association's late fee policy should be sent with the dues renewal notice. The current policy is: \$25. Beyond April 1, a membership reactivation fee of \$25 will be charged.
- Members who remain unemployed at the April 1 deadline will have their dues waived for one fiscal year provided they remain unemployed for the balance of the year. Members remaining unemployed for a second year will owe the student dues rate of \$30. After two years, full dues payment at the last class level on file will be reinstated.

## Sponsorship Program

Platinum (6 Available)

Association Dues for four

Title Sponsorship at one event, includes the following:

- Logo flags on all 18 holes
- Trophy sponsorship and/or Tee gift rights
- Email blast from the PAGCS featuring your company

Foursome at six events

Full page Bonnie ad, all issues

Beverage sponsor at one event

Sole Skill Prize Sponsor at one event

Platinum listing all events/website

**Total Value: \$8,500**

Gold (6 Available)

Association Dues for three  
Foursome at four events  
Half page Bonnie ad, all issues  
Beverage sponsor at one event  
Six tee box signs at one event  
Gold listing all events/website  
**Total Value: \$5,500**

Silver  
Association Dues for two  
Foursome at two events  
Half page Bonnie ad, all issues  
Silver listing all events/  
website  
**Total Value: \$2,750**

Bronze  
Association Dues for one  
Half page Bonnie ad, all issues  
Bronze listing all events/website  
**Total Value: \$1,275**

## **Golf Events/meetings**

### I. Registration Policies

- a. Registration: You are strongly encouraged to use PAGCS website's online registration feature.
- b. Registration Confirmation: No registration is complete until you have received an e-mail confirmation from the website.
- c. PayPal Clarification: Choosing to pay online with PayPal does not mean you are registered; you must complete an online registration and receive an email confirmation from the website to be fully registered.
- d. Guests: Although PAGCS members are accommodated first, we work to include guests of the industry whenever we can, and some meetings we encourage guests. Please limit the same guest to no more than two meetings per year.

e. Group/Partner requests: The golf Committee works very hard to honor all requests but reserves the right to do what is best for an outing when the golf format demands it.

f. Handicaps: Some meetings require verifiable handicaps in order to compete for certain prizes. It is up to each registrant to supply this information (GHIN#). If you are unable to supply the information at the time of registration, it is your responsibility to supply it on request.

g. Cancellations: We know things happen, and sometime a cancellation is unavoidable. We are often billed for our final count given as early as a week in advance. If that is the case, you will be billed for a cancellation after the registration deadline. If you cancel within 72 hours of an event, you will be billed.

## 2. Registration Fees

a. Registration fees are set by Board/Executive Secretary. They are to cover all foreseeable costs of host site, food and beverage, prizes...

b. Registration fees must be paid prior to the event

c. Registration fees by Classification:

- Class A, B,C, Affiliate – as determined by event coordinator
- Retired – ½ the amount of Classes A, B, Affiliate
- Class AA Members that work in the same capacity of an Affiliate member must pay full cost for meetings and events

## Chapter Executive/Executive Secretary/Director Job Description

**Main Contact for Chapter:** Handle all emails/phone calls from members, prospective members, other associations, allied organizations, GCSAA, etc. Direct them to the correct contact as needed. Keep in contact with GCSAA headquarters on all updates and changes pertinent to the chapter. Maintain regular and necessary correspondence with the membership of the PAGCS, updating industry, local and national association information and events via email template, including but not limited to job postings, member and industry breaking news, event updates, etc.

### **Board of Directors**

Mandatory attendance at all scheduled Board meetings. Work closely with the Board Secretary to record meeting minutes at the meetings & forward out to BOD before the next scheduled meeting.

Provide copies of BOD Minutes, committee reports, agenda and pertaining financial documents at least three days prior to and at all BOD meetings. Clear communication between the PAGCS office and the BOD is essential, and it is incumbent on the Executive Director to notify members of the BOD of essential information, deadlines, and commitments and to solicit BOD support, input and action as needed to achieve Association goals and needs.

**Membership:** Update membership roster after annual renewal period [concludes April 1].

Work with the PAGCS Membership Chairman to receive and process new member applications in preparation for BOD approval. Add new members to the Membership Database and all applicable communication venues once approved.

Once a year, conduct a review of the voting members of the Association in concordance with GCSAA and the annual GCSAA elections.

Email all members in January of each year for membership renewal update and payment.

The Association's late fee policy should be sent with the dues renewal notice. The current policy is: \$25. Beyond April 1, a membership reactivation fee of \$25 will be charged.

Track & follow-up to ensure that all membership dues are paid and contact information is updated.

Assist in soliciting for membership non members of the Association who are eligible to join.

**Website /Bonnie Newsletter/Social Media:** Responsible for maintaining the PAGCS website and blog, with regular updates, blog posts, and urgent updates.

Responsible for coordinating the production of each quarterly

issue of the PAGCS newsletter, *The Bonnie Greensward*. This may include the editing of articles amongst the BOD and providing deadlines for content. Mail hard copies of the *Bonnie* newsletter upon request.

The production of the newsletter is a separately paid independent contract that may also fall under the responsibilities of the Executive Director, per that contract. The newsletter contract answers to the Executive Director and the BOD in the event that it is held by another independent contractor. [The required schedule is in the Newsletter SOP and pay is docked for not meeting deadlines]

Maintain and monitor PAGCS Twitter, Instagram and Facebook accounts. Post applicable updates and information.

Event Coordination: Mandatory attendance at all PAGCS and PAGCS sponsored events is required unless express permission is provided. Assist in site coordination for all upcoming events with a member of the BOD, including contract negotiations, agenda, and menu preparation.

Responsible for timely preparation, coordination and communication of all events; act as the point of contact between the host facility and the event/golf chairpersons as applicable.

During all PAGCS events, the Executive Director is the primary event coordinator, including but not limited to staffing the registration table [golfer check in, 50-50 sales, skins, etc.], acting as the liaison between the PAGCS and the event facility, ensuring photography documentation, setting up and maintaining the agenda, and finalizing all necessary payments, and ensuring sponsor recognition.

Promote approved sponsorship program per the BOD. Assess all events to determine if additional sponsorship is needed. Solicit additional funds as needed per BOD approval. Ensure that all sponsorship signage and accessories are purchased, provided for, delivered and set up at each event.

7. **Annual meeting** – The annual meeting requires extra coordination. Work with the Executive Director/Secretary to ensure election procedures are followed [these include but are not limited to the following]:

- Identify emcee and person to run elections
- Prepare agenda for MC
- Recognize significant events and members
- Prepare script for person running elections: ensure that Roberts Rules of Order are followed.
- Annual Meeting Business Agenda [once golf awards are done]:
  - Scholarship Awards/Eb Steiniger
  - Recognize outgoing Board, retiring members, deceased members, others of note
  - Elections

Annual Meeting Election Script for the election official/chair:

The 20## annual election meeting of the Philadelphia Association of Golf Course Superintendents will come to order.

[introduce the current Board of Directors in the room]

Chair/official: Present the ballot [state if necessary that the quorum of 15 is present and that a majority vote is needed]

Chair/official: Is there any discussion from the floor?

*[Addendum: if there is discussion and/or options needed to run from the floor, or there are multiple individuals running for the same position on the ballot, see below]*

If the chair/official is a voting member: he or she says I propose the ballot and request a second from the floor.

If the chair/official is not a voting member: he or she says: who proposes the ballot?  
Once secured, he or she says: do I have a second?

Once Proposal and Second are NOTED and secured, the Chair/official says: Those in favor? Any opposed? And if the majority is in favor, say: the Ayes have it.

State: the elections for 20## are now concluded and hand the mic/program back to the emcee.

**Addendum:**

Discussion/Nominations from the floor/In the event that there are multiple individuals running for the same position:

- Read each position on the ballot and the candidate on the ballot followed by, if necessary, are there any nominations from the floor?
  - Ask each candidate from the floor to stand and acknowledge acceptance of the nomination at the time of nomination.
  - Once all positions are read and candidates confirmed, ballots will be distributed to all voting members.
  - Voting will be tabulated by a committee of the Executive Director, the Election Official, the President Emeritus [if the PE is not available, the current President will substitute], and the PAGCS BOD Secretary.
  - The Election Official/Chair will announce the results and close the elections [see above for language/procedure].
8. Help Golf Committee assemble teams to represent the PAGCS at the Rutgers Golf Classic, the MET Tournament and any other related golf/industry event.
- Guidelines for selecting MET Tournament Team
    - Participants must attend a minimum of two monthly PAGCS golf meetings in that year. They must have a valid handicap. A higher priority is given to the winners of the PAGCS Trophy Meetings for the year.
    - It is up to the team to secure half of the sponsorship for the event.
9. With the executive secretary/director, prepare a transitional briefing for the incoming president on the past year's issues, successes, progress, challenges, and trends. Candid evaluation of programs and committee chairpersons/members must occur.

**Bookkeeping:** Provide comprehensive bookkeeping services for the Association and maintain all bookkeeping records. This includes but is not limited to ensuring that all Association invoicing, deposits, monthly bank reconciliations, etc. are performed in a timely fashion. Work closely with the PAGCS accountant to review yearly books and file the PAGCS taxes in a timely fashion. Consult regularly with the PAGCS treasurer and provide

monthly bank reconciliation statements by the 15<sup>th</sup> of every month for the previous month; updated P&L by the 21<sup>st</sup> of the month.

**Additional** -The rigors of this contract require lifting, extended hours sitting/standing, and other considerable physical demands. Exposure to outdoor conditions, including sun, rain, snow, wind, heat and cold, are also necessary.