



CONSTITUTION

AND

BY-LAWS

OF

THE PAN-AMERICAN GOLF ASSOCIATION

OKLAHOMA CITY CHAPTER

Revised 1994

ARTICLE I

NAME

SECTION 1. NAME

Paragraph 1. The name of this organization shall be the **Pan American Golf Association of Oklahoma City**, herein after referred to as the club.

ARTICLE II

OBJECTIVES

SECTION 1. OBJECTIVES

Paragraph 1. The objective of this club is to provide a means whereby amateur members may collectively play the game of golf.

Paragraph 2. The club shall promote the principles of fair play, good sportsmanship, the desire to enjoy common fellowship, and to encourage all persons regardless of race, creed, or color to play the game of golf.

Paragraph 3. The club shall foster and promote good, friendly relations with other golfing associations and our member chapters.

ARTICLE III

EXISTENCE

SECTION 1. EXISTENCE

Paragraph 1. The club shall not be dissolved while the number of active members who desire to continue it's existence is the same as the number required for a quorum.

SECTION 2. DISSOLVING EXISTENCE

Paragraph 1. In case the club should cease functioning; it is the duty of the officers in charge to dispose of all tangible and intangible assets by transfer to a worthy, charitable institution in Oklahoma City.

ARTICLE IV

JURISDICTION

SECTION 1. BOUNDARIES

Paragraph 1. The club's jurisdiction shall be limited to the area within the boundaries of the State of Oklahoma.

ARTICLE V

MEMBERSHIP

SECTION 1. DEFINITIONS

Paragraph 1. Membership shall consist of **active members, inactive members, honorary members, and delinquent members**, as defined herein.

Active Member - Any member whose account with the club is in good standing.

Inactive Member - Any member whose account with the club was in good standing when inactive status was requested and granted.

Honorary Members - Any active member at the age of 70 will become an honorary member only to pay Mini-Max fees or anyone voted in by 2/3 majority vote of quorum.

Delinquent Member - Any member whose account with the club is more than 30 days in arrears.

SECTION 2. ACTIVE MEMBERS

Paragraph 1. Active members may participate in all activities of the club. Active members are expected to help with all activities of the club, and to faithfully discharge the duties of any officer or committee to which they may be elected or appointed.

SECTION 3. **INACTIVE MEMBERS**

Paragraph 1. Inactive members may not participate in any of the activities of the club, except as a guest.

Paragraph 2. Any member may request to be put on inactive status. Request must be submitted in writing to the **executive committee**, and the member's account must be in good standing when request is submitted.

Paragraph 3. Inactive status may be granted any member by the **executive committee**.

Paragraph 4. Inactive members do not pay dues and may not be assessed.

Paragraph 5. Inactive members may be returned to active status by approval of the **executive committee**.

SECTION 4. **DELINQUENT MEMBERS**

Paragraph 1. Delinquent members may not participate in any activities of the club.

Paragraph 2. Delinquent members may become reinstated by payment of all back dues and assessments, and with the approval of the **executive committee**.

Paragraph 3. Any delinquent member whose account is more than 30 days in arrears may be dropped from the roles of the club by a quorum vote by the membership at the next monthly meeting.

SECTION 5. **APPLICATION FOR MEMBERSHIP**

Paragraph 1. Individuals desiring membership in the club may solicit membership through any active member or to the officers of the club.

Paragraph 2. Each applicant for membership shall submit an application form which must be accompanied with the initiation fees and the dues for the period in which the application is submitted.

Paragraph 3. Each application for membership shall be presented to the club for approval at the next regular meeting. Applicant will be awarded membership by 2/3 majority of votes cast.

SECTION 6. **GUESTS**

Paragraph 1. Guests may be invited by any active member of the club to attend any activity, except those activities which are designated in **Standing Rules** as "Closed Activities."

ARTICLE VI

FINANCES

SECTION 1. **REVENUES**

Paragraph 1. The revenues of the club shall be derived from dues, assessments, and other moneys as may be approved by a majority vote of members present at a regular meeting, or a special meeting.

SECTION 2. **INITIATION FEES, DUES, AND ASSESSMENTS**

Paragraph 1. Initiation fees, dues and assessments shall be reviewed annually by the **executive committee** and presented to the club at any regular meeting, or a special meeting and shall be posted in **standing rules**.

Paragraph 2. Assessments may not be levied more than once per year and may not exceed an amount equal to one year's dues.

Paragraph 3. Member's accounts are considered to be in good standing when all assessments and dues are paid for current period as set out in **standing rules**.

Paragraph 4. Funds of the club shall be deposited by the **Treasurer** in an institution specified by the **executive committee**.

SECTION 3. **DISBURSEMENTS OF FUNDS**

Paragraph 1. Only the **president** and **treasurer** are authorized to disburse moneys of the club.

Paragraph 2. Disbursements of \$50 or less may be authorized by the **president** or **treasurer**.

Paragraph 3. Disbursements of more than \$50 and less than \$100 must be approved by majority of the **executive committee**.

Paragraph 4. All disbursements of \$100 or more must be approved by a majority vote of members voting at a regular meeting.

ARTICLE VII

MEETINGS

SECTION 1. REGULAR MEETINGS

Paragraph 1. Regular meetings shall be held on the second Wednesday of each month.

SECTION 2. SPECIAL MEETINGS

Paragraph 1. Special meetings may be called at the request of the **president** or by the request of a petition signed by 20% of the active members.

Paragraph 2. Special members are restricted to the conduct of only the business of which they are called, and no other business may be discussed.

Paragraph 3. The **secretary** shall notify all active members of any special meeting at least 24 hours before it convenes.

SECTION 3. QUORUM

Paragraph 1. Ten or more active members shall constitute a quorum to conduct the business of the club.

SECTION 4. EXECUTIVE COMMITTEE MEMBERS

Paragraph 1. The **executive committee** may meet once per month. The place and time for these meetings are at the discretion of the **president**, but the membership shall be advised of these meetings.

SECTION 5. **ATTENDANCE AND VOTING**

Paragraph 1. Only active members shall attend regular meetings and special meetings of the club. Guests may attend regular meetings but not vote.

Paragraph 2. Only active members may vote on any business of the club.

SECTION 6. **MEETING PROCEDURES**

Paragraph 1. Roberts Rules of Order Revised shall govern all meetings of the club in all cases not otherwise specified in the constitution and by-laws.

Paragraph 2. Sectarian discussion shall not be permitted at any meeting.

Paragraph 3. The **president** may appoint a **Sergeant-At-Arms** to preserve order in the meetings.

Paragraph 4. The **president** may appoint a parliamentarian to interpret Roberts Rules of Order Revised and the parliamentarian's interpretation may be overruled only by a 2/3 majority vote of the members voting.

ARTICLE VIII

OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. **ELECTED OFFICERS**

Paragraph 1. The elected officers of the club shall be **president, vice-president, secretary, and treasurer.**

Paragraph 2. The terms of all elected officers shall be for one year and shall commence at the installation proceedings.

SECTION 2. **EXECUTIVE COMMITTEE**

Paragraph 1. The **executive committee** shall consist of the **president, vice-president, secretary, and treasurer.**

Paragraph 2. The **president** of the club shall act as chairman of the **executive committee**.

Paragraph 3. The **executive committee** shall review the business of the club and present it to the membership with recommendations of the **executive committee**.

SECTION 3. **VACANCIES**

Paragraph 1. The **president** shall order an election to fill any vacancy in an elected office at the first meeting after the vacancy occurs.

Paragraph 2. An official elected to fill a vacancy shall serve for the unexpired term.

ARTICLE IX

NOMINATIONS AND ELECTIONS

SECTION 1. **NOMINATIONS**

Paragraph 1. The **president** shall appoint a three member nominating committee at the November meeting. This committee shall nominate two members of the club for each office, at the December meeting.

Paragraph 2. Nominations for officers may be received from the floor at the December meeting.

SECTION 2. **ELECTIONS AND INSTALLATION OF OFFICERS**

Paragraph 1. Elections shall be held at the December meeting of each year.

Paragraph 2. The out-going **president** shall install the new officers as his last function at the annual awards banquet.

Paragraph 3. All newly elected officers shall subscribe to the oath of office in the **standing rules** as part of the installation procedures.

ARTICLE X

DUTIES OF THE OFFICERS

SECTION 1. **PRESIDENT**

- Paragraph 1. It shall be the duty of the **president** to preside at all meetings of the club, and to conduct such business as may be required for the proper functioning of the club.
- Paragraph 2. The **president** shall appoint the chairman of all **standing committees**.
- Paragraph 3. The **president** shall appoint the chairman and members of all committees, other than **standing committees**, and shall direct these committees as to their duties, authority, and responsibilities.
- Paragraph 4. The **president** is an ex officio member of all committees.

SECTION 2. **VICE-PRESIDENT**

- Paragraph 1. It shall be the duty of the **vice-president** to perform the duties of the **president** in his absence.

SECTION 3. **SECRETARY**

- Paragraph 1. It shall be the duty of the **secretary** to keep all books, papers, and records of the club. He shall keep a record of all club meetings and **executive committee** meetings, including attendance and minutes.
- Paragraph 2. The **secretary** shall be responsible for the membership roster and the mailing of all club notices.

SECTION 4. **TREASURER**

- Paragraph 1. It shall be the duty of the **treasurer** to maintain all financial records of the club, including the accounts of each member.
- Paragraph 2. The **treasurer** shall receive all moneys of the club and shall maintain correct and proper accounts of said moneys.

Paragraph 3. The **treasurer** shall report the financial status of the club to the membership at the regularly scheduled meeting each month.

Paragraph 4. The **treasurer** shall be responsible for the billing of all dues and assessments, and shall be responsible for the notifications of delinquency.

ARTICLE XI

COMMITTEES

SECTION 1. STANDING COMMITTEES

Paragraph 1. The **standing committees** are established as set forth in the **standing rules**.

Paragraph 2. Each chairman of a **standing committee** may appoint as many members as he deems necessary to assist him in his duties.

SECTION 2. SPECIAL COMMITTEES

Paragraph 1. The membership may direct the **president** to establish a **special committee** by majority vote of members voting at a regular or special meeting.

Paragraph 2. No **special committee** may be established to perform the duties of any other committee.

ARTICLE XIV

AMENDMENTS

SECTION 1. AMENDMENTS

Paragraph 1. Amendment to this constitution may be approved by a 2/3 majority vote of members voting at the meeting, or by absentee ballot post marked no later than seven days before the meeting.

SECTION 2. **AMENDMENT PROCEDURES**

Paragraph 1. All proposed amendments to this constitution must be submitted in writing to all members one month before the amendments are to be voted on.

**STANDING RULES OF PAN-AMERICAN GOLF ASSOCIATION OF
OKLAHOMA CITY**

1. Dues of the club shall be \$35 per year payable by December 15 for the upcoming year.
2. Regular monthly meetings of the club shall be the second Sunday of each month.
3. The **executive committee** may hold their meeting each month prior to the regularly scheduled club meeting.
4. **Standing Committees** are established as follows:
 - Entertainment Committee
 - Tournament Committee
 - Constitution Committee
 - Handicap Committee
 - Public Relations Committee
5. "Closed Activities" are designated as:
 - Special Club Meetings
6. Women's auxiliary may use the name of the club.
7. The oath of office for elected officers shall be:

I, (name of officer), do hereby sincerely pledge on my honor to perform the duties of my office to the best of my ability and in conformity with the constitution and by-laws of the Pan-American Golf Association of Oklahoma City. I will deliver to my successor in office all properties, including funds, books, and records that may be in my possession at the close of my official term. I will, at all times, devote my efforts to furthering the objectives of the club.

8. The club will play from the blue tees, or otherwise known as Tournament tees.
9. During Tournament play, in case of tie, play off shall begin on the first hole on the card.
10. Rules for playdays as follows:
 - A. Club shall play handicap and cats.
 1. Handicap - \$2 paid in 3 places.
 2. Cats - \$1.
 3. Player must play both or none.
 4. In case of a tie, winnings shall be split.
 - B. Preferred T-Times shall be first come, first serve.
 1. All players shall check in with playday chairman.
 - C. In case of fivesome, pairing shall begin with the last T-Time.
 - D. It is the players responsibility to be present to receive winnings or designate someone else to receive winnings for them.