

KENTUCKY PGA ASSISTANTS/APPRENTICES DIVISION CONSTITUTION AND BYLAWS

ARTICLE I NAME AND OBJECTIVE

Section 1 NAME

The Division shall be called “The Kentucky PGA Assistants/Apprentices Division”. It shall operate in a manner consistent with and the approval of the Kentucky Section PGA.

Section 2 OBJECTIVE

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

ARTICLE II MEMBERSHIP

Section 1 REQUIREMENTS

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

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

Section 2 FISCAL YEAR

The fiscal year of the Assistants/Apprentices Division shall be January 1-December 31.

ARTICLE III MEETINGS AND EDUCATIONAL SERIES

Section 1 MEETINGS

There will be a meeting of Assistants and Apprentices at the Annual Spring Meeting during the months of February or March as well as during the Annual Fall Meeting during the months of October or November. The main purpose shall be to elect officers at the Annual Fall Meeting and to make amendments and additions to the Division’s Constitution and Bylaws. All Assistants/Apprentices 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 by the way of mailings, phone, and/or electronic means.

Section 3 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, and the Secretary. Executive Committee meetings may be called by any officer.

Section 4 EDUCATIONAL SERIES

At least two educational seminars will be planned for Assistants and Apprentices each year for the purpose of educational development prior to the first scheduled event on the Section Tournament schedule. Dates and sites for the educational seminars shall be set by the Assistants/Apprentices Board.

ARTICLE IV OFFICERS

Section 1 APPRENTICE CHAIRMAN

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

Section 2 PRESIDENT

The duties of President shall be as follows:

- A. Preside over all meetings of Assistants and Apprentices at the Annual Meetings
- B. Attend Kentucky Section Board of Director Meetings to represent the views of Assistants and Apprentices throughout the Kentucky Section
- C. Submit reports to the Kentucky Section Board of Directors at all meetings as well as to the general membership at the Annual Spring Meeting and Annual Fall Meeting
- D. Serve as a resource to Assistants and Apprentices completing the PGA Apprentice Education Program
- E. Assist the Tournament Committee with the development and execution of the Assistants Championship and the Assistants Match Play Tournament
- F. Work with sponsors on developing prizes and guidelines for Assistants Championship to encourage participation and advance purses
- G. Promote the value of Assistant Golf Professionals to Members in the Kentucky Section
- H. Coordinate and develop at least two educational seminars with Executive Committee prior to the first tournament on the Section Tournament schedule

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. Coordinate and develop at least one educational seminar with the President prior to the first tournament on the Section Tournament schedule
- C. Serve as a resource to Assistants and Apprentices completing the PGA Apprentice 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 Section

Section 4 SECRETARY

The duties of the Secretary shall be as follows:

- A. Keep and publish minutes from the Assistant/Apprentices Meetings held in the Spring and Fall
- B. Coordinate and develop at least one educational seminar with the President prior to the first tournament on the Section Tournament schedule
- C. Serve as a resource to Assistants and Apprentices completing the PGA Apprentice 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 Section
- F. Assist the Kentucky Section Director of Membership Services to identify and maintain the good standing of Assistants and Apprentices throughout the state

ARTICLE V ELECTIONS

Section 1 NOMINATIONS

Candidate biographies will be solicited by the Executive Committee at least 30 days prior to the Annual Fall Meeting and distributed to the membership at least 7 days prior to elections. Candidates that submit a written biography will be nominated for any desired position prior to voting. Open nominations will be accepted for each position prior to voting.

Section 2 ELECTION ADDRESS

Candidates that attend the Annual Fall 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 3 TERM OF OFFICE

The term of office for the President, Vice President, and Secretary shall begin immediately following the election of officers during the Annual Fall Meeting. The term shall end with the election of officers at the following year's Annual Fall Meeting. The same term limits will be applied to any individual appointed as a replacement officer prior to the Annual Fall Meeting.

Section 4 ELECTION PROCEDURE

- A. The Officers 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.
- B. The order of the elections will be President, then Vice President, and then Secretary.
- C. Assistants/Apprentices Board members may be re-elected.
- D. Any individual classified as an Assistant or Apprentice in good standing with the PGA is an eligible candidate for elections during the annual Fall Meeting.
- E. Individuals must remain in good standing with the PGA to remain in their elected position until the end of their term.
- F. A change in classification from Assistant or Apprentice to another recognized PGA status or a change in employment status does not necessitate ending service during an elected term.
- G. The election process will be administered by an individual that is not running for an Assistants/Apprentices Board position. The individual will be selected by the Assistants/Apprentices President. A representative of the Kentucky Section 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/Apprentices Board vacates their position before the end of their term, the Vice President will become President. Any other vacated position will be filled by appointment by the President. In the event that all elected members of the Assistants/Apprentices Board vacate office, the President of the Kentucky Section will appoint a replacement Assistants/Apprentices President until an election can be held at the next scheduled Annual Meeting.

Section 6 KENTUCKY SECTION BOARD OF DIRECTOR MEETINGS

The Kentucky Section Board of Directors shall have 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/Apprentices Board is an invited participant at Kentucky Section Board of Director meetings as a non-voting participant. The Assistants/Apprentices President is excluded from any Executive Committee discussions.

Section 7 TOURNAMENT COMMITTEE REPRESENTATIVE

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

Section 8 ADDITIONAL COMMITTEES

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

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 KPGA By Laws in coordination with guidelines adopted by the tournament committee.

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

Meeting and Education requirements for Apprentices and Non-Member Head Professionals are outlined in the KPGA By Laws in coordination with guidelines adopted by the tournament committee.

Section 3 APPRENTICES (Seasonal Employment)

Meeting and Education requirements for Seasonal Apprentices are outlined in the KPGA By Laws in coordination with guidelines adopted by the tournament committee.

March 21, 2011