



BY-LAWS OF THE NATIONAL PAN AMERICAN GOLF ASSOCIATION

SECTION 1. CHAPTER MEMBERSHIP (Amended August 3, 1993)

If approved, that Chapter City must assume the name, PAN AMERICAN GOLF ASSOCIATION OF (Name of City), accept a four-month (4) probationary period prior to playing in the National Tournament, belong to Minimax, pay an initiation fee of two hundred dollars (\$200.00), have twenty (20) members or more, pay a per capita fee of eleven dollars (\$11.00) per member, and obtain a state charter. If disapproved, application may be resubmitted within the next calendar year. There shall be only one PAGA chapter per City. (Amended July 30, 2008)

SECTION 2. OFFICERS (Amended August 4, 1992)

The election of National Officers will be held in the host city of the National Tournament and Convention during the normal business meeting.

The National President will appoint an Elections Committee during the National Tournament Meeting the year prior to the elections. This committee will conduct the elections.

All persons, wishing to run for office, will notify the Elections Committee of their intent, no later than the day of the business meeting of the Winter Meeting. Candidates shall turn in a personal resume to the committee.

The Elections Committee will make a list of all declared candidates and together with the personal resumes, send copies to all chapters of the Organization within thirty (30) days after the Winter Meeting.

Each chapter's delegate should, in the true spirit of representation, vote for the candidates, which the chapter's members have selected.

Last minute nominations are not prohibited, but they are discouraged and no allowance will be made for them. Anyone wishing to make a nomination from the floor must first seek recognition by the Elections Committee Chairman. Such nominated candidates can only be elected as write-ins.

Voting will be by a single secret ballot which contains all the names (alphabetically and in order listed in Section 1) of the declared candidates for each available office. Space will be provided for write-in candidates. If any one candidate does not receive over fifty percent (50%) of the votes cast, a run-off will be held between the top two. Each candidate shall have two (2) minutes to address the assembly before the vote is cast.

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SECTION 3. DUTIES OF THE NATIONAL OFFICERS

President – The President shall be the chief executive officer of the Organization and shall be responsible for the general administration of its affairs, except as otherwise provided. He shall appoint such committees as may be provided for in this constitution and By-Laws and such special committees as may be authorized by the Organization. He shall be a member *ex officio* of all committees. Together with the Treasurer or the Vice President, he shall sign all orders and checks lawfully and properly drawn. He shall have general supervision of the activities of the other Officers and Chairmen of Committees. The President shall be bonded.

Vice President – The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, it shall be the duty of the Vice President to perform all duties of the President. He shall promote and publicize all business and golf tournaments of the National Organization. Together with the Treasurer or the President, he shall sign all orders and checks lawfully and properly drawn. The Vice President shall be bonded.

Secretary – The Secretary shall be responsible for the maintenance of the Organization records, including membership and attendance records, minutes of Board and National Delegate Meetings, and Committee reports and carry on all correspondence of the Organization.

Treasurer – The Treasurer shall be responsible for all the Organization funds and present a financial statement to the Board of Directors as often as the Board may direct. He will receive all income for deposit and substantiate financial reports at all general, special and delegate meetings, and will keep accounts of all assets including all materials and equipment. The Treasurer shall be bonded. Two signatures will be required on all checks coming out of the National Treasury. Three (3) signatures will be on file at the bank, any two (2) of which can be honored. The signatures will be those of the President, Vice President and Treasurer.

Tournament Director – The National Tournament Director shall be in charge of all National Handicap Meetings, seeing that each chapter has complied with the Constitution and its By-Laws for tournament play. He shall maintain a current roster and handicaps of each individual in each chapter. He shall be responsible for posting with Minimax the scores of all the flight winners of the National Tournament.

The National Seniors Committee (Amended 3-24-90) – This committee shall consist of P.A.G.A. members that are at least fifty (50) years of age and are in good standing. This committee will be in charge of placing and directing all activities for the other members of all Senior Committees. This committee shall have its own Chairman and any sub-committeemen needed. The National Seniors Committee shall have a representative at all Board and National Meetings and will be required to report their activities to the assemblies of all National Meetings.

Past Officers – All immediate past National Officers will remain active and responsible until the end of that calendar year in an advisory capacity.

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SECTION 4. QUALIFICATIONS TO COMPETE AT THE ANNUAL NATIONAL TOURNAMENT

A. CHAPTER'S RESPONSIBILITY (Amended August 3, 1993)

1. All chapters are allotted twelve (12) calculations per year. Chapters can only submit to Minimax, one (1) calculation per month. Calculations must be submitted after Annual National Tournament and no later than thirty days (30) prior to the next annual National Tournament. All chapters will handicap members using the USGA Handicap System.
2. To protect our organization against professionalism, and report any alleged violations; possibly causing the forfeiture of amateur status of any member to National Tournament Director.

B. MEMBER'S RESPONSIBILITY (Amended September 1, 1990)

1. Participants must have been a member of their local chapter and registered with Minimax for at least four (4) months prior to the Annual National Tournament final calculation deadline. (Amended March 19, 2010)
2. Have an established handicap based on the ten (10) current annual rounds of tournament golf, sanctioned by their local chapter. (Current Year)
3. Observe and follow all rules and guidelines set forth by the USGA System in establishing a handicap.
4. That all players will endeavor to make the best score he can at each hole in every round he plays and that he will report every acceptable round for handicap purposes.
5. No member of any Pan American Golf Association Chapter will be allowed to maintain membership with more than one chapter at any time.

SECTION 5. Chapters wishing to host a convention should provide proof as to suitable facilities to accommodate the tournament and convention, and should provide the governing body the following verification:

- A. Copies of the contingent contracts for building sites where convention activities will be held and also to include all restrictions thereof.
- B. Copies of contingent contracts or agreements with municipal or private golf courses that indicate dates and hours that courses are available and the costs of the green fees and carts.
- C. Type of entertainment contemplated for the three (3) day event.
- D. Food and beverages offered to the guests either at banquets or at the golf courses.
- E. Additional cost pertaining to teenagers and invited guests.
- F. Method of tee-off system that will be used.
- G. An estimated number of entries that can be accommodated.

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- SECTION 6.** (Amended September 1, 1990) – The officers of the Organization will meet with the host city no later than eighteen (18) months in advance to confirm the ability of the host city to host the National Tournament and Convention. If for any reason or due to an irregularity the host city is unable to host the Convention or request to be dropped from the national rotation, the officers of the organization will immediately by letter, notify all cities not on the national rotation that bid proposals will be accepted from interested chapters no later than sixty (60) days from the date of that letter in order to receive consideration to host the National Tournament for the year in question. The officers of the organization will then review all bids and decide what city should be the host city for that year based on its qualifications. If no bids are received then the next city in the rotation shall be contacted for verification of their proposal provided they and the other chapters are willing to move up on the rotation. An appropriate report will be made to the organization in writing.
- SECTION 7.** The Organization will have the sole responsibility of establishing the entry fee of the Annual Tournament. This fee shall be reviewed annually at the convention meeting, one (1) year prior to the next tournament and convention, with the stipulation that this fee will not be set to be a major financial gain to the host city. The fee should include the tournament and all social activities, except the golf courses fee (green fees, carts, caddies, etc.) if the green fees are included it should be stated.
- SECTION 8.** The host chapter, with the advice and consent of the National Board, shall be responsible for providing suitable trophies and prizes for the Tournament. The trophies and prizes will be in keeping with the past tradition as to size and cost. There shall be ten (10) trophies per each of the nine (9) flights.
- SECTION 9.** There shall be a four-man (4) team competition composed of members playing in the Championship Flight and a seven-man (7) team competition composed of one (1) member of each flight, first to seventh flight.
- Team competition shall be based on total score. Each team member shall be declared one day prior to the Annual Tournament. In case a team member cannot play the second round due to an emergency, a substitute may be entered with the approval of the National Tournament Director and the Tournament Chairman of the host city. Only his substitute round may be used in the team competition.
- SECTION 10.** In the event of ties the winners will be determined as follows: (Amended August 3, 1993)
1. INDIVIDUAL COMPETITION – Sudden death play-off on the course for first place winners (all flights) only, if possible (Amended July 30, 2008)
 2. FOUR-MAN TEAM – Sudden death playoff on the course with designated captain representing team. Captain will be designated one day prior to National Tournament.
 3. SEVEN-MAN TEAM – Playoff on the score card beginning on Hole #1 on the second day of play. The score of the first flight representative shall be used. In case of a one day tournament same will apply. (Amended July 30, 2008)

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SECTION 10. In the event of ties the winners will be determined as follow: (Amended August 3, 1993)
(Continued)

4. JUNIOR PLAYERS – Sudden death playoff on the course for championship flight (1st Place) winner only.
5. INDIVIDUAL COMPETITION – All places, other than first, will be played on the card beginning on hole # 1 on second day of play. In case of a one day tournament same will apply.
6. National Tournament Director will retain power to decide manner of breaking ties under circumstances preventing the execution of the above rules.

SECTION 11. The National Tournament Director, with the advice and consent of the host tournament committee, shall be the sole authority on any rule dispute resulting for tournament play. All grievances will be presented to the National Tournament Director and Host Tournament Committee for final ruling.

SECTION 12. The National Tournament Director may, at his own discretion, with the parties involved refer to Section 14-C of the USGA handicap manual that reads as follows: "Handicappers may, in their discretion, arbitrarily reduce or increase the handicap of players that do not return all their scores or otherwise do not preserve the spirit of the handicap system".

SECTION 13. The winners of all flights will be awarded a ring. The National Board will purchase the rings in order to maintain comparability. The cost of the rings will be absorbed by the host city. (Amended August 3, 1993)

SECTION 14. A Senior's Tournament for golfers fifty (50) years of age and older shall be held in conjunction with the National Tournament. It shall be held in accordance with the National Seniors Tournament guidelines.

SECTION 15. A Junior Tournament shall be held in conjunction with the National Tournament. It shall be held in accordance with the National Junior Tournament guidelines.

SECTION 16. (Amended July 2000)

1. Purpose: To provide for a permanent committee at the National level entitled the National Convention and Tournament Advisory Committee.
2. Membership: It shall be comprised of at minimum three members and maximum seven members. These members shall be appointed by the National President with the advise and consent of the National Board. Qualifications for being a member of this committee shall be that the individual belongs to a Chapter on the National rotation and the member must have been a committee member for one or more aspects of their own host city's National Convention. If the committee is comprised of only three members than each member must be from a different host city, if more than three members are on the committee than a maximum of two (2) members may be from the same host city.

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3. Duties:
- A. To prepare and maintain a detailed Handbook and Guidelines for hosting a National Convention and Tournament. This handbook to provide for a timeline of tasks to be performed, committee lists and duties of each committee, budget outlines, details of each event at the convention, sample of letters or other documents used by the committee, brochure guidelines, etc. In maintaining the Handbook the committee should include summary information from each National as it occurs. Such information should contain copy of the financial report, a summary of the locations used (Convention, Hotel and Golf Courses), count of members and guests attending and any other information deemed important by the committee and to be used for reference by the following host cities. A copy of the handbook shall be provided by the Advisory Committee to any hosting city at least three years before the host city is scheduled to host the National or upon request by a host city. This handbook to also encompass the running of withers a Winter Meeting or Senior's Tournament and Meeting.
 - B. To Act as an advisory board and a source of information for the host cities. The members of the committee should be available through telephone, e-mail or correspondence to answer questions that the hosting city may have in their preparation for the event.
 - C. A member or members of this committee should be delegated by the National Board to visit the Host City no later than eighteen (18) months in advance as per Section 6 of By-laws to determine if the host city has the ability to host the tournament. Additional visits should be planned by the committee at the twelve (12) month and six (6) month levels to determine if the guidelines are being followed and to assist the host city with any questions or problems. The committee member visiting the host city should within thirty (30) days of the visit report in writing to the National Board the status of the planning by the Host City.
 - D. If, at the judgment of the committee and the National Board, the host city is not following the guidelines they may appoint a member or members of the Advisory Committee to oversee the host city and ensure compliance with the guidelines.
4. The authority of the National Board over the host city shall be only in matters pertaining to the National tournament and Convention. (Amended, July 2000)

SECTION 17. The host chapter shall have the responsibility of providing all due entertainment to all participants and their families before providing for other invited guests.

SECTION 18. The National Board will inform and invite, in writing at least ten (10) days prior to the meetings, all chapters to any of their scheduled meetings. A copy of the minutes of said meeting will be furnished to all chapters of the next scheduled meeting of the Organization.

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- SECTION 19.** All tournaments of the Organization will be conducted according to USGA and existing golf course rules. In National Tournament, local rules will be handed out to participants before tee-off time.
- SECTION 20.** The host City will provide and pay for a suitable place for the business meetings held at National Meetings.
- SECTION 21.** All disbursements made by the National Board must be approved by a majority vote of the Board Members.
- SECTION 22.** The National Board is permitted to engage in legitimate transactions for the purpose of raising funds to complement their budget expense.
- SECTION 23.** In the event that a National Tournament is canceled due to adverse weather conditions, the remainder of the program will carry on as scheduled and no refunds will be made to all participants.
- SECTION 24.** The host city will not have to refund entry fees to participants regardless of reasons presented for claim when convention takes normal course.
- SECTION 25.** In the event that a National Tournament is canceled prior to the arrival of participants to the convention and due to an act of God or to any man-made emergency, the host city will cover all contracts made as per copies held by the National Board and refund entry fees after prorating expenses.
- SECTION 26.** Host city must award one (1) city team trophy and four (4) individual awards for the winners of the four-man team.
- SECTION 27.** Host city must award one (1) city team trophy and seven (7) individual awards for the winners of the seven-man team.
- SECTION 28.** The National Board shall initiate a permanent building fund and deposit at least \$1.00 per member per year. (Amended August 3, 1993)
- SECTION 29.** A Ladies Tournament shall be held in conjunction with the National Tournament. It shall be held in accordance with the National Ladies Golf Tournament Rules and Guidelines. (Amended – April 6, 1997)