

BYLAWS

The name of this Corporation is the New Hampshire Golf Course Superintendents Association.

The purposes for which this Corporation is formed are:

- A. To further the education of its members in the art and science of golf course maintenance and related aspects of the golf business.
- B. To encourage the free exchange of ideas and experiences through regular meetings and a chapter newsletter.
- C. To advance the interests and welfare of its members.
- D. To encourage the highest standards of dignity, integrity, and skill in our profession through recognition and awards presentations.
- E. To raise and distribute money for scholarships and turf research.
- F. To support the efforts of the Golf Course Superintendents Association of America by becoming an Affiliated Chapter of the GCSAA and adhering to all requirements of the Affiliation Agreement.
- G. To encourage efficient and economical management of golf courses with concern for the environment.

A “Golf Course Superintendent” is one who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment.

“Charter Members” are those Class A Members who were members as of August 1967.

Article I—Membership

Section 1—Application for Membership

- A. Anyone of good moral character, who may desire to become a member of this Association, shall present or cause to be presented to the Board of Directors an application **on the form that will be made available in both paper and electronic format and is approved and supplied by the Board of Directors. Application must be signed by the applicant, signed by himself Application must include and the names and contact of two regular members of the Association, in good standing, as references, sponsors for him.** Effective July 1, 1997, all Class A and Superintendent Member applicants for membership

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must be a member of the Golf Course Superintendents Association of America and shall maintain such membership thereafter.

- B. The Board of Directors shall be the sole judge of an applicant's qualifications for membership.
- C. ~~The Board of Directors will forthwith cause the name and address of the applicant, with the names of the sponsors and other information on the application, to be read at the next regular meeting of the Association. Due notice of the application will be given to the full membership before being voted on by the Board of Directors. The applicant shall be notified by the secretary of the Board of Directors' decision.~~
- D. An applicant must receive a majority vote of those present at the next regularly scheduled Board of Directors meeting to become a member. ~~The applicant shall be notified by the secretary of the Board of Directors' decision.~~ The Board then will announce and introduce any new members at the next regular meeting of the membership.

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Section 2—Classes of Membership

- A. Class AA—Life Members: To be a Life Member one must have retired as a golf course superintendent and have reached the age of fifty-five (55) and 1) been a voting member for twenty (20) years, or 2) a former Board member, or 3) a charter member. A Life Member shall have all the rights and privileges of the Association except that of holding office. ~~Class AA Life Members who~~ shall not pay annual dues.
- B. Class A—Golf Course Superintendent: To become a Class A Member, a person shall be currently employed as a Superintendent, a Pro-Superintendent, or an Owner Superintendent in charge of golf course maintenance, who at the time of their application for membership has more than three years' experience as a Golf Course Superintendent, Pro-Superintendent, or Owner Superintendent. Class A Members shall have all privileges of the Association, including the right to vote and to hold any Association office.
- C. Class SM—Superintendent Member: To become a Superintendent Member, a person shall be currently employed as a Superintendent, a Pro-Superintendent, or an Owner in charge of golf course maintenance, who at the time of their application for membership has less than three years' experience as a Golf Course Superintendent, Pro-Superintendent, or Owner Superintendent. Superintendent Members shall have all privileges of the Association, including the right to vote and to hold any Association office.
- D. Class C—Assistant Golf Course Superintendent: To become a Class C Member, a person, at the time of application for membership, shall be employed as an assistant to a Golf Course Superintendent. Class C Members shall have all privileges of the Association, except voting and holding office.

E. Class EM—Equipment Manager: To become a Class EM Member, a person, at the time of application for membership, shall be employed as an equipment manager or golf course mechanic. Class EM Members shall have all privileges of the Association, except voting and holding office.

F. E. Class AC—Affiliate Member: To become an Affiliate Member, a person must be an individual of a business firm or governmental body interested in golf course management and/or in the growing or production of fine turfgrass, either individually or through employment by or other affiliation with a company, proprietorship or association, and who does not qualify for membership in another class. Affiliate members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

G. F. Class H—Honorary Members: An Honorary Member may be elected by two-thirds vote of the Association after being recommended by the Board of Directors. Only those persons who have rendered special and valuable services to the Association or to the Golf Course Profession shall be eligible to such a membership. When a person's name is proposed to the Board of Directors for an Honorary Membership, it must be accompanied by a written report setting forth in detail the services accomplished and contributed by that person and this information recorded by the Secretary. An Honorary Member shall have the privileges of the Association except to vote and to hold office. Honorary Members, H. shall pay no initiation fee or annual dues. Honorary Members, H. membership may be canceled at any time at the discretion of the Board.

H. G. Class R—Retired Members: Any Class A, Superintendent Member, or Affiliate Member reaching age fifty-five (55) who is retired and no longer seeking employment within the scope of activities of any membership class of this Association may apply to the Board of Directors in writing for Retired Membership, the annual dues for which shall be one-half the amount paid by Class A members. A Retired Member shall have all of the privileges of this Association afforded the member in his or her immediate previous classification, with the exception of holding office.

I. H. Class S—Student Members: To qualify for Student Membership, an applicant must be a full-time turfgrass student enrolled in a formal course of education, or have completed his or her formal education less than one (1) year prior to the date of application for membership. Student Members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

J. I. Class I—Inactive Members: An Inactive Member is an individual who, by reason of unemployment, illness or other adverse circumstances, has been placed in this class upon his or her application. The Board of Directors shall have the authority to act on such application and to place a member on Inactive status subject to terms and conditions as the Board of Directors may specify by Standing Rules.

K.H. Class E—Educator Members: To become an Educator Member, a person must be an educator, extension agent, or researcher interested in the growing of fine turfgrass or golf course maintenance in general. Educator Members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

L.K. Class AM—Associate Member: To qualify for class AM membership, an applicant must be an individual interested in golf course management and /or in the growing or production of fine turfgrass. Associate Members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Section 3—Reclassification of Members

All reclassifications of members shall be made by the Board of Directors in accordance with Standing Rules adopted by it from time to time, or pursuant to directives adopted by the membership at any annual meeting or any special meeting called for that purpose.

- A. Voluntary Reclassification: Any individual member may request a change in his or her membership classification to accord with a change in his or her qualifications for membership as set forth in Section 2 of this Article.
- B. Mandatory Reclassification: All members, upon renewal of their annual membership, must clearly state their current employment status. The Board of Directors shall, upon receipt of this statement, determine the appropriate class of membership for each individual and shall be empowered to alter the individual's membership classification to properly reflect stated qualifications.

Section 4—Rights of Membership

Except as otherwise provided herein, members of the NHGCSA shall have all of the rights of membership. These rights shall include the following:

- A. Use the Association name, initials, and logo in accordance with the Standard Operating Procedure and Guidelines established by the Board of Directors.
- B. Attend regular meetings and the annual meeting of the Association.
- C. Vote if a Class AA, A, Superintendent Member, or Retired A or Superintendent Member Golf Course Superintendent.
- D. Hold office if a Class A or Superintendent Member Golf Course Superintendent.

Article II—Dues and Assessments

Section 1—Dues

- A. The annual membership dues shall be set by the Board of Directors and shall be payable July 1st.
- B. Members joining after December 30th shall pay one-half the annual dues for the balance of that year.

Section 2—Assessments

Assessments shall only be made for actual needs.

Section 3—Extension of Time for Payment

The Board of Directors may, at its discretion, for good cause, temporarily excuse or extend time of payment of annual dues or assessments for any member.

Article III—Conduct of Members

Section 1—Non-Payment of Dues or Assessments

All members whose dues are not paid in advance of the fiscal year may have services and benefits suspended. All members whose dues shall remain unpaid more than ninety (90) days past the first day of the fiscal year, or after the due date of any assessment, shall be dropped from the membership roll of this Association without further notice.

Section 2— Reinstatement

Any person under suspension for nonpayment of dues may, upon application made in regular form, be restored to good standing upon the showing of qualifications for continuation of membership and upon payment of current dues and any assessments.

Section 3—Prohibited Conduct

The following conduct is prohibited for members of the NHGCSA:

- A) Violations of the NHGCSA Code of Ethics.
- B) Use of NHGCSA affiliation for the purpose of promoting schemes, ideas or objects that are detrimental to the Association.
- C) Conduct unbecoming a member or inimical to the Association.

D) Submitting false information on an application for membership or on a dues statement.

Conduct that is prohibited shall be cause for disciplinary action or expulsion from the membership in accordance with the procedure set forth in Section 4 of this Article.

Section 4—Procedure for Disciplining or Expelling a Member

A member may be disciplined or expelled by a two-thirds (2/3) vote of the Board of Directors after compliance with the due process procedures, specifically notice and hearing, and upon a showing of just cause. The Board of Directors shall establish by Standing Rules the procedures to be followed to ensure protection of such members' due process rights. An expelled member may reapply for membership no earlier than one (1) year after the date of such expulsion, in accordance with the provision of Article I.

Article IV—Election of Officers and Directors

Section 1— Nominating Committee

The Board of Directors shall, no less than ninety (90) days preceding the Annual Meeting, appoint a Nomination Committee of five voting members of the Association, not more than two of whom shall be members of the Board of Directors. This committee shall nominate candidates for each of these offices and any expired Director's term as provided in Article V, Section 1. The list so named shall be announced preceding the Annual Meeting and shall be published in the Association's publication prior to the Annual Meeting. This committee shall appoint its own chairman.

Section 2— Nominations

Nominations may be made from the floor by any voting member in good standing at the Annual Meeting.

Section 3— Election

The election of the members constituting the officers and board of directors shall be held at the Annual Meeting of the Association, and shall be conducted and the ballots counted by two tellers appointed by the Board of Directors who are not on the ballot.

Article V—Officers and Board of Directors

Section 1—Qualifications and Terms of Office

There shall be an annual election for the following named officers who shall serve on the Board of Directors: President, Vice President, Secretary and Treasurer, who shall hold office for a

period of one year or until their successors are elected and qualified and who shall perform the duties hereinafter prescribed for each of such officers.

There shall likewise be elected to the Board of Directors five members of this Association who shall be elected to two-year terms by the membership. An election shall be held each year for those Director positions whose terms are to expire. The Immediate Past President of this Association shall serve as a Director for a term of one year.

The Officers of this Association as herein above provided for, together with the Directors as constituted, shall constitute the Board of Directors of this Association. Each member of such Board of Directors shall be entitled to vote at the meeting thereof and a quorum necessary for the transaction of business shall not be less than five of said Board of Directors.

The control and management of the Association and its affairs and property shall be entrusted to the Board of Directors. All officers and a majority of the entire Board of Directors shall be GCSAA Class A or Superintendent Members. Officers and Directors ceasing active employment as golf course superintendents may serve for up to six months after cessation of employment. All Officers and Directors shall cast their GCSAA vote with the NHGCSA delegate or independently.

Section 2—Vacancies

Vacancies occurring in any office or in the Board of Directors of the Association shall be filled by appointment by the President with the approval of the Board of Directors for the unexpired term.

Section 3—Board of Directors

- A. The entire management of the Association, its affairs, properties and assets, are vested in a Board of Directors consisting of nine Regular Members of the Association, elected as provided in Article IV, Section 3, and immediate Past President, subject, however, at all times, to the order of the members of the Association in meetings assembled.
- B. All decisions of the Board shall be by majority vote of those present.
- C. In addition to any and all powers conferred upon the Board by law, and by these By-Laws, without in any manner limiting or modifying any such powers, grant to the Board the following authority.
 - 1) To examine and adjudge the qualifications for membership referred to the Board in accordance with Article I with final authority to accept or reject any such membership application.

- 2) To hear and determine charges made against any members, full and final authority being hereby granted, to reprimand, to suspend, and to expel any member in accordance with Article III.
- 3) To assist the President in appointing Standing Committees and other committees as in their judgment are necessary, and to establish an annual budget for each committee.
- 4) To make, alter or amend Association rules, as noted in Article IX.
- 5) To remove a Director from the Board for cause. The absence of a Director from three consecutive meetings of the Board without permission of the Board or President shall be considered sufficient cause for removal.
- 6) To choose a successor who shall hold office for the unexpired term in the event of a vacancy in any elected office or in the Board of Directors.
- 7) To direct the President to call special meetings of the Association in accordance with Article VII, Section 3.
- 8) To recommend to the Association as honorary members any individuals who, in the opinion of the Board of Directors, have distinguished themselves by special and valuable services to the Golf Course profession in accordance with Article I, Section 2.
- 9) All Directors will chair a committee as appointed by the President.
- 10) Be responsible for disbursement of any research funds.

Section 4—Duties of the President

- A. The President shall be the Chief Executive Officer of the Association, performing any and all duties under these By-Laws and pertaining to the office of the President.
- B. **The President, He** shall preside at all meetings of the Association and the Board of Directors.
- C. **The President, He** shall call special meetings of the members of the Association as provided in Article VII, Section 3.
- D. Working closely with the Board of Directors, **The President, He** shall appoint all committees, except the Nominating Committee, and select the chairperson of each committee, except the Nominating Committee.

- E. **The President, He** shall be an ex-officio member of all committees, except the Nominating Committee, and **he** shall see that all committees function and shall cooperate with the committee chairmen toward that end.
- F. **The President, He** shall enforce all rules and regulations of the Association.
- G. **The President, He** shall make annual reports to the Directors and to the Association.
- H. **The President, He** shall perform all other such duties as may be required of him by the Board of Directors.

Section 5—Duties of the Vice President

- A. In the absence of the President, the Vice President shall perform all of the duties of the President; and if the office of President should become vacant, the Vice President shall hold the office of President until the next election.
- B. **The Vice President, He** shall address ethics violations.
- C. **The Vice President, He** shall secure and publish Association meeting locations, dates, and activities one year in advance of their scheduled occurrence.
- D. **The Vice President, He** shall help maintain membership list and N.H. Golf Club list.

Section 6 —Duties of the Secretary

- A. It shall be the duty of the Secretary to attend all meetings of the Association and to keep accurate minutes of the proceedings to be reported at the next meeting, and to submit as a permanent record of the Association's activities at the annual meeting. Prior to his known absence from any meeting, he shall appoint a replacement to record the minutes of that meeting. Upon his absence from any meeting, the President shall appoint a temporary replacement.
- B. **The Secretary, He** shall be responsible for all regular meeting arrangements and to announce upcoming meetings and activities to the membership two weeks in advance of their occurrence, through the use of a meeting notice. Notice shall include all necessary information to conduct a professional meeting (date, time, agenda, location, cost, etc.).
- C. **The Secretary, He** shall keep an Association record book in which shall be entered an accurate history of all resignations, forfeiture, suspensions, or expulsions of any member. **The Secretary, He** shall maintain an accurate listing of all members' names, addresses, telephone numbers, and date elected to membership.

- D. **The Secretary He** shall publish an Association directory and mail to all members once a year.
- E. **The Secretary He** shall send thank-you notes to regular meeting hosts.

Section 7—Duties of the Treasurer

- A. It shall be the duty of **the Treasurer this officer** to be responsible for all moneys, bills, notes, bonds, and similar property belonging to the Association and the safekeeping of the same in the name of the Association, subject to such rules as may be prescribed by the Board of Directors, and shall keep such financial accounts and records as may be required by the Board of Directors, as well as make an annual report and such other reports that may be required by the Board of Directors.
- B. **The Treasurer He** shall see to it that the dues bills are sent to each member by June 1st, each year, and that each member pays their dues according to the By-Laws of the Association. The delinquent members shall be reported to the Board of Directors so they may be reprimanded according to Article III, Section 1.
- C. **The Treasurer He** shall issue yearly membership cards to all active members.
- D. **The Treasurer He** shall be responsible for filing with the IRS and N.H. Charitable Trust with the help of a CPA, and to initiate an annual audit by August 1.
- E. **The Treasurer He** shall aid the President and the Board of Directors in the preparation of an annual budget.

Section 8—Duties of the Past President

- A. **The Past President He** shall assist President in matters such as parliamentary procedure.
- B. **The Past President He** shall ensure that the Association operates with the Rules and Regulations set forth by the Articles of Incorporation and the By-Laws of the Association.
- C. **The Past President He** shall serve on the Nominating Committee

Section 9— Annual Reports

All officers will, at the Annual Meeting, give a detailed report in writing of all business and activities transacted during the previous year and at that time shall inform the new officers of any unfinished business.

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Article VI—Committees

Section 1

- A. Standing committees and other committees shall be appointed by the President working closely with the Board of Directors, except where otherwise provided, in accordance with Article V, Section 4, Paragraph D. Committees shall be appointed when necessary to fulfill the stated purposes of the Association.
- B. No committee shall have the right to obligate the Association in any way or in any sum in excess of the specific budgeted amount established for its use for the current year by the Board.
- C. All committees shall report on their activities to the Board of Directors whenever requested and are at all times under the direct supervision of the Board.
- D. Committee Chairmen shall, at the Annual Meeting of the Association, give a detailed report in writing of all committee business and activities that transpired during the previous year and at that time shall inform the new committee chairmen of any unfinished business.

Article VII—Meetings

Section 1—Regular Meetings

Regular meetings of the Association shall be held each month, or as deemed necessary by the Board of Directors.

Section 2—Annual Meeting

The Annual Meeting shall be held on a date of the Board's choosing after the 31st of October. It shall be held at a place to be determined by the Board of Directors for the purpose of electing officers and Directors, and for the transaction of any other business which may properly be brought before the meeting for action. Notice of the Annual Meeting shall be mailed or emailed by the Association Secretary to each member at least ten (10) days before the date of the meeting.

Section 3—Special Meetings

Special meetings of the members may be called by the President upon the request of a majority of the Board of Directors, or upon the request of twenty-five percent (25%) of the voting members. At a special meeting, the only business which may be transacted is that pertaining to the purpose for which the meeting was called.

Section 4 — Board of Directors Regular Meeting

Regular meetings of the Board of Directors shall be held at a place to be designated by the President, on such dates as shall be determined by the Board.

Section 5— Board of Directors Annual Meeting

The Annual Meeting of the Board of Directors shall precede the Annual Meeting.

Section 6 — Board of Directors Special Meeting

Special Board meetings may be held on call of the President, acting on his own initiative or upon the request of five members of the Board. Notice of such meetings of the Board shall be mailed or emailed to all Directors not less than three days before the date of such meetings, and shall state the purpose thereof. In special emergency cases, notification of the meeting may be made by telephone to all Directors.

Section 7—Quorum of Association Members

Eleven voting members of the Association represented in person constitute a quorum at any meeting.

Section 8—Quorum of Board of Directors Meeting

A quorum at any meeting of the Board of Directors shall consist of five Directors, except in expulsion or suspension proceedings, when the quorum shall be seven Directors.

Section 9—Order of Business

The order of business at all meetings of the Association and the Board of Directors shall be as follows:

- 1) Call to order
- 2) Communications
- 3) Minutes of the previous meeting
- 4) Reports of Officers and Committees
- 5) Unfinished business
- 6) New business
- 7) Good of the Association
- 8) Election of officers (Annual Meeting)
- 9) Adjournment

Article VIII—Fiscal Year

The fiscal year of the Association shall end June 30th.

Article IX—Association Rules

1. All Association rules governing members, guests, officers, and committees found necessary shall be formulated by the Board of Directors in cooperation with the various committees.
2. Copies of all rules shall be mailed or emailed to all members.

Article X—By Laws Amendments

These By-Laws may be amended by a two-thirds vote of the Regular members at any regular meeting of the Association, providing the amendments are held over for one meeting and the proposed amendments are included in the notice of said meeting.

Article XI—Parliamentary Authority

The rules contained in Roberts Rules of Order, Newly Revised, shall govern the New Hampshire Golf Course Superintendent Association in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws, and any special rule of order the New Hampshire Golf Course Superintendents Association may adopt.