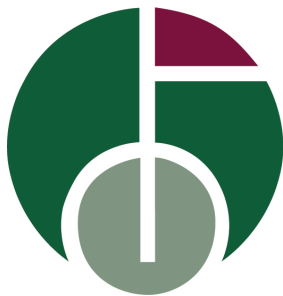


MGCSA
Board of Directors
Operational
Guidelines

Revised January
2023



Minnesota Chapter

GCSAA

Golf Course Superintendents Association of America

TABLE OF CONTENTS

	PAGE
Introduction and Welcome	2-3
Bylaws	4-9
Adopted Policies	10-11
Operational Duties and Guidelines	
Executive Committee	
President	12
Vice President	13
Secretary/Treasurer	14
Immediate Past President	15
Committee Chairman Guidelines	
Nominating Committee	16
Arrangements Committee	16
Communication and Technology Committee	18
Conference and Education Committee	19
Environmental Stewardship and Advocacy Committee	20
Industry Relations Committee	22
Government Relations Committee	23
Member Services Committee	24
Research Committee	25
MTGF Committee	26
ASSOCIATION MANAGEMENT	26

INTRODUCTION and WELCOME

Congratulations and thank you for volunteering your time to serve on the Minnesota Golf Course Superintendents' Association Board of Directors. The local chapter was first organized in 1927. As with our predecessors, the collective efforts of you and fellow board members will insure our association successfully meets our shared vision well into the future. Your decision to hold a board position is a testament to your professionalism, dedication to the golf course superintendent profession, and respect toward your peers. As with most endeavors, the rewards for service are reflective on the effort put forth. Best wishes as you become engaged and deal with the challenges ahead.

PREFACE

The purpose of this operational guide is to better equip MGCSA officers and directors with a template to carry out individual responsibilities of board members. The guide will always be a work in progress as the direction and activities of the board continue to evolve or change from year to year.

OBJECTIVE

The objective of the Minnesota Golf Course Superintendents' Association is to advance the art and science of Golf Course Management, to collect and disseminate among other member Superintendents practical solutions to problems with a view to more efficient and economical maintenance and production of golf courses, and to promote the welfare of the Superintendent and the profession.

MISSION STATEMENT

Advancing the art and science of Golf Course Management, promoting the welfare of its members and the profession.

VISION

- Provide top-notch quality education
- Be an organization encouraging input and quality information exchange
- Provide responsible environmental leadership
- Be leaders in advocacy and outreach within our profession
- Promote and support research efforts to benefit the game

MGCSA Constitution and By-Laws

ARTICLE I

NAME AND OBJECTIVE

The name of the Association shall be the Minnesota Golf Course Superintendents' Association, Inc., an Association of, by and for the Golf Course Superintendents. The objective of the Association shall be to advance the art and science of Golf Course Management, to collect and disseminate among member Superintendents practical solutions to problems with a view to more efficient and economical maintenance and production of golf courses, and to promote the welfare of the Superintendent and the profession.

ARTICLE II ORGANIZATION

Section 1. The Association shall consist of the Board of Directors and general Members

Section 2. The Board of Directors shall consist of the Executive Committee, (President, Vice-President, Secretary/Treasurer and Ex- Officio) and five (5) additional at large Directors, two (2) of which shall be Affiliate members elected by the process in Section 2. A., Executive Committee members shall be elected by the general membership at the annual meeting to one year terms. All at large Directors shall be elected to two year terms. Two (2) directors shall be elected bi-annually during the odd year annual meeting to serve a two-year term. One (1) director shall be elected bi-annually during even year annual meeting and serve a two-year term.

Possible regional director makeup

Addition to Article II Section 2

At least one at large Director shall come from each region as determined by the Board of Directors. All other Directors will be at large members and may come from any location. If an eligible candidate cannot be found from a region, an at large Director may be elected as a substitute to that region and shall make all best efforts to represent the assigned region.

ARTICLE III MEMBERSHIP

Definition of a Golf Course Superintendent: 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.

Section 1. Membership shall be of the following classes: Charter, Class A, Class AA, Class B, Class C, Class D (Technician), Class E (Educator), Class EM, Facility, Affiliate, Associate, Honorary, Inactive, Retired and Student.

Section 2. Each applicant for membership in the Association shall furnish satisfactory evidence of his or her qualifications to the Membership Chairman by completing the application form and including a recommendation from one qualified professional in the turf industry. The applicant must mail the application form to the Membership Chairman and include one year's dues. This must be within a six-month period from date of application. The Membership Committee will review the application and make a recommendation to the Board of Directors for membership in the Association. The Board of Directors will then approve or disapprove the applicant. Approved applicant will become a member as of that date.

Section 3. Dual Membership Requirement: Effective July 1, 1997, all new Class A and B membership applicants must submit an application for membership or evidence of membership with the Golf Course Superintendents Association of America and shall maintain such membership thereafter.

CHARTER MEMBER: A Charter Member shall have all the rights and privileges of the Association including the right to vote and hold office. He or she shall not pay dues.

CLASS AA - LIFE MEMBERS: To qualify for Life Membership, one must: (1) have retired as an active member, and (2) no longer be actively seeking employment within the scope of any membership class of the association, (3) have reached the age of 60, and (4) meet one of the following criteria:

- (a) An active member for twenty-five (25) years; or
- (b) A former Board member; or
- (c) A charter member.

A Class AA-Life Member shall have all the rights and privileges of the Association except that of holding office. Life members shall not pay dues must update their contact information annually.

CLASS A - GOLF COURSE SUPERINTENDENT: To qualify for Class A membership, an applicant shall have, at the time of application for membership, at least three (3) years' experience as a golf course superintendent and be employed in such capacity. Class A Members shall have all the privileges of the Association, subject to the provisions of Article VI, Section 1 hereof.

Class B - GOLF COURSE SUPERINTENDENT: To qualify for Class B Membership, an applicant shall be a golf course superintendent who has, at the time of application for membership, less than three (3) years' experience as a golf course superintendent, and shall be presently employed in such capacity. Class B Members shall have all the privileges of the Association, subject to the provisions of Article VI, Section 1 hereof.

CLASS C - ASSISTANT GOLF COURSE SUPERINTENDENT: To qualify for Class C Membership, an applicant shall be, at the time of application for membership, an assistant to a golf course superintendent, and shall presently be employed in such capacity. Class C Members shall have all the privileges of the Association, except that of being an officer.

CLASS D - TECHNICIAN: Any individual presently employed by a Superintendent Member for golf course maintenance and ineligible for membership under any other classification. Class D Members shall have all

the rights and privileges of the Association except the right to vote and hold office.

CLASS E - EDUCATORS: To qualify for class E Membership, an Applicant must be an educator or extension officer. Class E 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.

ASSOCIATE: To qualify for Associate 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. The associate may not be in the business of providing materials or services to Superintendents or suppliers.

CLASS EM - EQUIPMENT MANAGER: To be eligible for EM Classification, an applicant shall be employed as an equipment manager, assistant equipment manager or mechanic/technician within the golf industry and shall have such rights of the association as the board of directors may specify by Standing Rules, except those of voting and holding office.

AFFILIATE: To qualify for Affiliate Membership, an applicant must be an individual, 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.

HONORARY: To qualify for Honorary Membership, the individual must be recognized by the Board of Directors for contributing in an outstanding manner to this Association or profession or related field. This membership shall continue in effect unless otherwise revoked by the Board of Directors. Honorary members shall not be required to pay dues or assessments of the association and shall

have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

STUDENT: 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 provided one's current employment does not qualify for membership under any other classification. Student Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

CLASS A - RETIRED: To qualify for Class A - Retired status, one must not be currently employed as a golf course Superintendent and have a minimum of five years service as a Class A golf course Superintendent member. The years of service as a MGCSA member when combined with the members' age must equal or exceed 75 years. This member shall have all the privileges of the Association afforded that classification, with the exception of holding office. The Board of Directors will set annual dues.

RETIRED: To qualify for Retired Membership, one must be retired and no longer seeking employment within the scope of activities of any membership class of the Association. An applicant may apply to the Board of Directors in writing for Retired Membership, the annual dues for which shall be set by the Board of Directors but shall not exceed one-half the amount paid for the classification of which the member retires. There are two options for retirement: (1) Any member reaching age fifty-five (55), may retire and shall have all the privileges of the Association afforded the member in his or her immediate previous classification, with the exception of holding office; or (2) Any Member having completed a minimum of twenty (20) years of service in any membership classification may retire in that classification and shall have all the privileges of the Association afforded that classification and shall have all the privileges of the Association afforded that classification, with the exception of holding office.

INACTIVE: An Inactive Member is an individual who, by any 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. A member may not remain in an inactive status for more than (1) year following BOD approval. The dues will be waived for the classification from which they became inactive. The member shall continue to have the rights for the classification to which they are paying dues.

FACILITY: This membership is in the facilities name. The facility designates the recipient of the membership benefits. The recipient could be the superintendent, owner, club representative or whomever the facility chooses. The designated individual would receive membership benefits but would not be permitted to vote or hold office.

RECLASSIFICATION OF MEMBERS

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, shall make all reclassifications of members.

A. VOLUNTARY RECLASSIFICATION: Any individual member may request a change in his or her qualifications for membership as set forth in Section 1 of this Article.

B. MANDATORY RECLASSIFICATION: All members, upon renewal of their annual membership, must clearly state their current employment status. This statement of employment status shall be based upon the Association's officially accepted job titles and golf course organization chart, or other commonly accepted listings of job titles. 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.

ARTICLE IV DUES

1. Annual dues for all classes of members shall be the

sum fixed approved by the voting membership at the last Annual Meeting of the Association. After October 1, new members paying dues shall be credited through December 31 of the following year.

2. The executive secretary shall inform delinquent members with a second dues notice at the end of thirty days only. At the end of sixty days, April 1, if said delinquent member has not paid his/her dues, the executive secretary shall drop the individual from membership.

3. The Board of Directors may, for sufficient cause, temporarily excuse a member from payment of annual dues or assessments.

4. Assessments: Where necessary, in the opinion of a majority of voting members present at the Annual Meeting of the Association, for the payment of an existing deficit, there may be levied an assessment in addition to annual dues to be paid by each Association member, except Class AA, Charter, Class C, and Honorary members.

5. Any member applying for reclassification prior to the expiration of his or her membership must, at the time of application, pay the sum of the difference between his or her current annual dues and that of the annual dues of the class to which he or she is applying if the annual dues of the new class is fixed at a higher rate.

ARTICLE V CONDUCT AND REINSTATEMENT

Section 1. PROHIBITED CONDUCT: The following conduct will be prohibited for members of the Minnesota Golf Course Superintendents' Association.

- a. Violations of the M.G.C.S.A. Code of Ethics. (Article XI)
- b. Using the M.G.C.S.A. affiliation for the purposes of promoting schemes, ideas or objects that are detrimental to the Association.
- c. Conduct unbecoming a member or inimical to the Association.

Section 2. POWER OF THE BOARD OF DIRECTORS TO DISCIPLINE OR EXPEL

MEMBERS: Any member may be disciplined or expelled by the Board of Directors upon a showing of just cause therefor. The Board of Directors shall have the power to establish standing rules for the conduct or proceedings under this section.

Section 3. REINSTATEMENT: An expelled member may reapply for membership no earlier than one (1) year after the date of such expulsion. If reinstatement is for non-payment of dues, the member may apply in less than one year if his/ her application is accompanied by remittance of such dues. The Board of Directors shall consider such applications and shall have full power to determine the status of the applicant, pass on his/ her request and state the terms of reinstatement. Any controversial case is privileged to plead for reconsideration.

ARTICLE VI DUTIES OF OFFICERS

1. PRESIDENT: The President shall, during any period when the Board of Directors is not in session, have general charge and supervision of the affairs and property of the Association, subject to such rules and regulations as may from time to time be made by the Board of Directors. This individual shall preside at all meetings of the Association and Board of Directors and shall be an ex-officio member of all committees. This officer shall, from time to time and as often as may be directed, submit reports to the Board of Directors and give such information touching affairs of the Association as may be required, and make such recommendations as he or she may think proper. The President shall appoint all committees except the Nominating Committee and Ethics Committee.

2 VICE-PRESIDENT: In the absence of the president, the Vice-President shall preside and fulfill the duties of the President.

3. The Secretary/Treasurer: The Secretary/Treasurer shall keep all of the records of the association as well as all of the minutes of the Association meetings and Board of Directors meetings. He or she shall keep an accurate list of all members and give notice of meetings to all members of the Association. Such notice must be given one week in advance of the meetings. He or she shall also notify members who may become delinquent through non-payment of dues. He or she shall collect all fees, dues and assessments and keep all of the accounts of the Association. The books of the association shall be kept and maintained at such a place or places as the Board of Directors designate. He or she shall render a statement of the accounts to the President when requested and to the whole membership at the Annual Meeting of the Association.

5. EX-OFFICIO: The Immediate Past President shall serve as the Ex-Officio, as an active member of the Board of Directors and a member of the Executive Committee. The Ex-Officio shall be the Chairman of the Nominations Committee and as such shall seek out individuals to serve the Association and fill all Board of Directors positions up for election, or in the event a Board of Directors member is unable to fulfill a term, will provide a list of candidates to the president to fill the opening. The Ex-Officio shall also serve as the Chairman of the Ethics Committee with the Executive Committee and two at large members selected by the chairman to fill out this committee.

6. EXECUTIVE DIRECTOR: The President will, with the approval of the Board of Directors, appoint an Executive Director, who shall be the chief executive of the Association. The Executive Director's function shall be to put into effect the decisions of the Board of Directors, and otherwise to advise, promote and carry out the objectives and purposes of the Association as directed by the officers. The Board of Directors shall decide compensation.

EXECUTIVE BOARD

Board Composition Requirement: The control and management of the association and its affairs and its property shall be entrusted to the Board of Directors, consisting of its officers and at-large Directors. All officers and a majority of the entire Board of Directors

shall be GCSAA Class A or B members.

ARTICLE VII MEETINGS

- 1. REGULAR:** Regular meetings shall be held at such times as specified by the Board of Directors.
- 2. ANNUAL:** Annual Meetings shall be held in conjunction with the Education Conference. The date is to be decided by the Board of Directors and members to be notified thirty days in advance.
- 3. QUORUM:** A quorum exists when sixteen voting members are present at a regular or special meeting and a simple majority of directors are present at a Board of Directors meeting.
- 4. 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 25% of the voting members.

ARTICLE VIII AMENDMENTS

All proposed amendments to the bylaws must be mailed to the membership thirty days in advance of the Annual Meeting. These bylaws may be amended by vote of three-fourths majority of the members present at any Annual Meeting of the Association.

ARTICLE IX ORDER OF BUSINESS

The order of business at all meetings of the Board of Directors and the Association shall be as follows: All matters coming before the Board of Directors or the members, not coming within the order of business described, and all disputed questions of parliamentary practice shall be controlled by Roberts Rules of Order Newly Revised.

ARTICLE X

1. Minutes of Previous Meeting
2. Communication
3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. Roll Call
7. New Business
8. Election of Board

PROXIES

Each regular member of this Association or retired members entitled to vote may vote in person or by proxy upon any proposition submitted to a vote at a meeting of the membership of this Association. A proxy may be exercised only by the person named in such proxy who must be a voting member in good standing of the Association.

Amended December 2, 1987
Amended November 30, 1988
Amended November 28, 1990
Amended November 20, 1991
Amended November 18, 1992
Amended November 17, 1993
Amended December 8, 1994
Amended December 8, 1995
Amended December 12, 1996
Amended December 10, 1997
Amended December 10, 1998
Amended December 9, 1999
Amended January 9, 2003
Amended January 8, 2004
Amended January 5, 2006
Amended January 4, 2007
Amended January 7, 2010
Amended January 10, 2013
Amended January 9, 2014
Amended January 4, 2017
Amended January 17, 2018
Amended January 12, 2023

MGCSA Bylaw Amendments

Adopted April 5, 1928
Amended April 1, 1952
Amended April 4, 1935
Amended March 11, 1936
Amended February 25, 1941
Amended March 12, 1947
Amended March 16, 1949
Amended March 8, 1950
Amended March 11, 1953
Amended February 22, 1961
Amended November 18, 1964
Amended December 6, 1967
Amended December 4, 1968
Amended December 2, 1970
Amended December 4, 1974
Amended December 4, 1975
Amended November 30, 1977
Amended December 5, 1979
Amended December 3, 1980
Amended December 2, 1981
Amended December 1, 1982
Amended November 30, 1983
Amended November 28, 1984
Amended December 4, 1985

ADOPTED POLICIES

(2004 – Present)

7-13-04 Affiliate meeting sponsorship shall go through the MGCSA, which will pursue the related CUE's. The Affiliate will pay the MGCSA costs associated with obtaining the CEU's through the GCSAA. Sponsorship will be promoted at the educational event based upon amount of support.

9-13-04 Privacy Policy: E-mail addresses are for private Association use only and will not be given out by the administrative office. PDF mailing lists are available and labels will be available for a fee per copy created.

3-8-05/11-7-05 Superintendent job postings are required to include minimum salaries of \$30,000 at a 9 hole course, \$40,000 at an 18 hole course and \$50,000 at a 27 hole course. Postings will include benefits and also specify membership to the MGCSA and GCSAA with expenses paid to local and regional educational events.

9-11-06 Superintendent postings will carry a \$225 fee. Superintendent postings will only provide contact information of the hiring party.

2/16/12 Student Classification will remain in effect up to one year after the graduation date or upon employment in the industry and change to applicable classification.

3/22/12 Privacy Policy: **COMMERCIAL USE OF MGCSA MEMBER INFORMATION**

The purpose of this policy is to provide guidelines regarding the commercial use (sale or rental) of individual member and member facility information obtained by MGCSA. This information is a significant competitive asset and advantage for MGCSA, and it is understood that MGCSA has a duty to its members to use this information in a responsible manner.

- 1. Program Description.** MGCSA currently offers several list services to industry clients that provide up-to-date member/attendee contact information for more effective marketing to golf course superintendents/qualified buyers.

Available as a subscription service, individual request or through Golf Industry Show exhibit participation, this contact data is most used to conduct direct marketing campaigns or in maintaining marketing databases of MGCSA member and non member golf facilities.

- 2. Philosophy.** The marketing of MGCSA's list services is designed to:

- 2.1. Communicate the value of MGCSA's demographic and geographic information options available to the industry.
- 2.2. Communicate the advantages of utilizing MGCSA's list services over competitors' lists, which include:
 - 2.2.1. The data is derived from MGCSA's membership database, ensuring up-to-date based on member-provided information.
 - 2.2.2. Marketing campaigns can be customized by targeting specific states, facility types, number of holes, MGCSA member classifications, etc.
- 2.3. Promote the market value of MGCSA's list services so that they are consistently priced at the industry's fair market value.

- 3. Data Definition.** The data shall include:

- 3.1. The superintendent's name (when available), course/facility name, preferred mailing address.
- 3.2. Telephone number, facsimile number and other demographic information, such as facility type, job title, member classification and certification status.
- 3.3. MGCSA policy prohibits the dissemination of e-mail addresses and/or any other information it deems private.

- 4. Agreement Deal Points.** All list service agreements are subject to the following requirements:

- 4.1. A signed, duly executed list service agreement and prepayment (when applicable) must be returned to MGCSA before the data requested will be provided. A sample of the direct mail piece is also required for the List Rental (one-time use) agreement. Under the subscription service agreement, failure to provide a sample before mailing is considered a breach of agreement.

- 4.2. All materials must adhere to established MGCSA's public relations guidelines and policies.
- 4.3. MGCSA has the right to reject or refuse any list request that is in conflict or competition with MGCSA/MGCSA Communications/Environmental Institute for Golf, MGCSA partners, allied associations, or its best interests.

such.

4/3/2013 Out of State Membership Fee Structure.

The Board does not feel an out of state fee structure is necessary. The current base is an inexpensive job search tool for those wishing to return to Minnesota.

5. Approval Process. The industry client's MGCSA Account Manager will approve all direct mail pieces prior to release of mailing labels and/or diskette.

4/11/12 Good Will Fund/Honorarium. A "Good Will Honorarium" contribution will be made to the University of Minnesota Turf Research, combined and no greater than \$2,500 annually, to recognize the MGCSA Members and Minnesota Golf Icons who have passed away . The families will be notified of the honorarium. The funding is presented as a public relations effort.

8/16/12 External Financial Support Policy. It is the current MGCSA policy to limit financial support to four specific areas of interest: Turfgrass Research, Scholarship funding, the Wee One Foundation and enhanced education. A "Community " page will be created on our web site for any other 'golf-related' financial or like solicitations. It is not the Board's intent to mandate any individual or group support but the Board does appreciate the value of encouraging member communication regarding golf related personal causes.

8/16/2012 Sponsorship and Event Presence Policy. In an effort to maintain the intent and integrity of future social and fund raising events the Board sets policy that Tee Signage Sponsorship will have an annually set price. Proximity signage and prize will cost an additional \$150 per year. Tee Presence is allowed at any tee already sponsored with the addition of a "cost of the day" registration fee. Any member participating during the event will be charged the "cost of the day" or "portion attended" unless subsidy or sponsorship is granted by the Board in advance.

8/16/2012 Financial Responsibility for Overnight Accommodations. The Board approves for over night costs associated with attending Board Meetings or other mandated MGCSA related events for those traveling greater than 100 miles one way. The MGCSA will not be financially responsible for meals or travel unless directly associated with the meeting and approved as