

POCONO TURFGRASS ASSOCIATION  
BY-LAWS

APPROVED AND ADOPTED BY THE MEMBERSHIP – AUGUST 15, 2014

ASSOCIATION ORGANIZED - 1936  
BY-LAWS ADOPTED - SEPTEMBER 22, 1947

OFFICIALLY INCORPORATED - MAY 28, 1971

AFFILIATED WITH THE G.C.S.A.A. - OCTOBER 1970

BY-LAWS AMENDED -   APRIL 19, 1955  
                                  JULY 21, 1959  
                                  MAY 20, 1969  
                                  MAY 19, 1970  
                                  MAY 16, 1972  
                                  MAY 16, 1978  
                                  SEPTEMBER 17, 1985  
                                  MAY 16, 1989  
                                  APRIL 5, 1992  
                                  OCTOBER 2001  
                                  JANUARY 2003  
                                  NOVEMBER 2011  
                                  AUGUST 15, 2014

# **BY-LAWS OF THE POCONO TURFGRASS ASSOCIATION**

## **ARTICLE I NAME, LOCATION, OBJECT**

### **SECTION 1**

The name of the association shall be the "Pocono Turfgrass Association", a non-profit association, and shall hereinafter be referred to in these bylaws as the "Association."

### **SECTION 2**

The office and mailing address of the Association shall be located at the home of the elected Secretary or address of the Executive Secretary if one is appointed. The Pocono Turfgrass Association's area of membership solicitation shall encompass the tri-state areas of Eastern Pennsylvania, New York and New Jersey.

### **SECTION 3**

The purpose of this Association shall be to promote research, to interchange scientific and practical knowledge relating to the care of golf courses and turfgrass operations, including the production, maintenance and improvement of turfgrass, to encourage cooperation with other associations whose interests parallel or complement those of this association and to promote the welfare of the game of golf, the professional image, and benevolence to, and for, its members.

### **SECTION 4**

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 and environmental issues. A golf course is a tract of land so constructed with turfgrasses as to provide teeing areas, fairways, and putting greens, together with hazards for the game of golf.

## **ARTICLE II MEMBERSHIP, QUALIFICATION AND CLASSES**

### **SECTION 1 - APPLICATION FOR MEMBERSHIP**

Applicants for membership shall be approved by the Board of Directors. The Board of Directors shall be the sole judge of an applicant's qualification for membership. Applicants shall present or cause to be presented to the membership committee an application of the form approved and supplied by the membership committee signed by himself/herself and two voting members of the Association in good standing as sponsors for him. One year's dues must accompany applications for membership. Effective July 1, 1997, all Class A and SM Superintendents applying for membership in this Association shall be a member of, or applying for, membership in the Golf Course Superintendents Association of America and maintain that membership thereafter.

### **SECTION 2 - APPLICATION INTERVIEWS**

All new applications will be reviewed by the membership committee. Upon acceptance of the application, all new applicants will be screened by the Board of Directors for admission to the Association. They shall come before the Board of Directors for introduction and intent, and attend the next consecutive meeting before application is approved.

## **SECTION 3 – MEMBERSHIP CLASSES**

### **Class AA - Life Member**

To qualify for Life Membership one must have retired as a Golf Course Superintendent, and have reached the age of 55, and meet one of the following criteria:

- (a) A voting member for at least twenty-five (25) years
- (b) A former board member

A Life Member shall have all the rights and privileges of the Association except that of holding office. They shall pay no dues or assessments.

### **Class A - Golf Course Superintendent**

To qualify for Class A membership, an applicant shall have at the time of application for membership a minimum 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 V, Section 1 hereof.

### **Class SM – Golf Course Superintendent (formerly Class B)**

To qualify for Class SM membership, an applicant shall be a Golf Course Superintendent who has at the time of application for membership, less than three years' experience as a Golf Course Superintendent, and shall be presently employed in such capacity. Class SM Members shall have all the privileges of the Association, subject to the provisions of Article V, 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 be presently employed in such capacity. Class C Members shall have all the privileges of the Association, subject to the provisions of Article V, Section 1 hereof.

### **Class D – Golf Course Employee**

To qualify for Class D membership, an applicant shall be any person of good character who at the time of application for membership is employed at a golf course. Class D members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting or holding office.

### **Associate (AS)**

To qualify for Associate membership, an applicant must be a person interested in the growing, management or production of turfgrass. Associate members shall have all the privileges of the Association, except those of voting and holding office.

### **Affiliate (AF)**

To qualify for Affiliate membership, an applicant must be a person interested in the growing, management or production of turfgrass, either individually or through employment by, or other affiliation with, a company, proprietorship or association, who does not qualify for membership in any other class. Affiliate Members shall have all the privileges of the Association, except those of voting for the Class A, SM and C members of the Board of Directors. AF members may vote for AF board members.

### **Honorary (H)**

To qualify for Honorary membership, the individual must be recognized annually by the membership committee 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 have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office. Honorary Members shall pay no dues or assessments of this Association.

### **Student (S)**

To qualify for Student membership, an applicant must be a full-time turfgrass student, enrolled in a formal course of education. Student Members shall have such privileges of the Association as the Board of Directors may specify by Standing Rules, except those of voting or holding office.

### **Retired (R)**

Any Classified Member in good standing reaching age fifty-five (55) who is retired and no longer seeking employment within the scope of any membership class of the Association may apply to the membership committee in writing for Retired Membership. Retired Members shall have all the privileges of the Association, except those of voting and holding office. Retired Members shall pay no dues or assessments of the Association.

### **Inactive (I)**

An Inactive Member is a member who, by reason of unemployment, illness or other circumstances, has been placed in this Class upon application. The Board of Directors shall have the authority to act on such applications and to place a member on inactive status subject to terms and conditions as the Board of Directors may specify by Standing Rules.

### **Non-Resident Member (NR)**

A non-resident member is any person of good character who at the time of application for membership is an existing and continuing Class A, B, or C member of another GCSAA Affiliated Chapter. Non-resident members shall receive all mailings and be allowed to attend any regularly scheduled meetings of the Association. Non-resident members shall have such privileges of the Association as the Board of Directors may specify by standing rules, except those of voting or holding office.

#### **SECTION 4 - RECLASSIFICATION OF MEMBERS**

All reclassifications of members shall be made by the Board of Directors, through the membership committee, in accordance with the Standing Rules, 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 membership classification to accord with a change in his/her qualifications for membership as set forth in Section 3 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, through the membership committee, 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 5 - MEMBERSHIP CERTIFICATES**

A membership certificate shall be presented to each member of the Association. The certificate shall be in the form as the Board of Directors may from time to time prescribe.

### **ARTICLE III DUES AND ASSESSMENTS**

#### **SECTION 1 - ANNUAL DUES**

The annual dues shall be the sum fixed at any annual meeting of the Association as approved by the membership in attendance thereat. Dues shall be payable on or before April 1 of each year.

#### **SECTION 2 – ASSESSMENTS**

Assessments may be levied when deemed necessary by the membership at any annual meeting or special meeting called for that purpose, for the payment of any bona-fide indebtedness, judgment or decree. There may be an assessment levied in addition to the annual dues to be paid by each Association Member; provided that such assessment shall not exceed an amount equal to the fixed annual dues and may not be levied more than once a year.

#### **SECTION 3 - EXTENSION OF TIME FOR PAYMENTS**

The Board of Directors may at its discretion, for good cause shown, temporarily excuse or extend time of payments of annual dues or assessments for any member, who for reason of ill health, or any other good cause, shall be unable to make payment within the time fixed.

#### **SECTION 4 - PRORATED DUES**

Members joining after July 31 shall pay one-half (1/2) the annual dues for the balance of said year.

### **ARTICLE IV CONDUCT OF MEMBERS, LOSS OF AND RE-APPLICATION FOR MEMBERSHIP**

#### **SECTION 1 - NON-PAYMENT OF DUES OR ASSESSMENTS**

All members whose dues payment shall remain in arrears thirty (30) days from the due date April 1, or after the due date of assessment payment, can be expelled from this Association without the necessity of further notice being given for such expulsion.

#### **SECTION 2 - CONDUCT OF MEMBERS**

No voting member of the Pocono Turfgrass Association shall at any time use his/her affiliation with the Association for the purpose of promoting schemes, ideas, or objects for the purpose of private or collective gain.

#### **SECTION 3- POWER OF BOARD OF DIRECTORS TO EXPEL A MEMBER**

A member may be expelled by the Board of Directors upon a showing of just cause thereof. The Board of Directors shall have the power to establish Standing Rules for the conduct of proceedings under this Section.

#### **SECTION 4 - RE-APPLICATION OF EXPELLED MEMBERS:**

An expelled member may reapply for membership no earlier than one (1) year after the date of such expulsion, in accordance with the provisions of Article II. If expulsion was for non-payment of dues or assessments, the new application for membership shall be accompanied by remittance of such assessments as were due at the time of expulsion, in addition to any amounts otherwise due with such application.

#### **SECTION 5 - DISMISSAL DUE TO DELINQUENCY**

Any member who is delinquent more than thirty (30) days for payment of a bill incurred during an Association sponsored function can be dismissed from the Association without the necessity of further notice being given for such expulsion.

### **ARTICLE V OFFICERS AND BOARD OF DIRECTORS**

#### **SECTION 1 – OFFICERS AND DIRECTORS**

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. A majority of the Board of Directors shall be Class A and Class SM Members. The Officers of the Association shall be Class A or SM members of the Golf Course Superintendent Association of America which shall include a President, a Vice-President, a Secretary and a Treasurer.

#### **SECTION 2 – QUALIFICATIONS AND TERMS OF OFFICE**

Class A, Class SM, Class C and Class AF members are eligible to serve as Directors of this Association. Assistant Superintendent (C) Members and Affiliate (AF) Members can hold positions on the Board of Directors as long as their numbers are in a minority to the Class A and Class SM Board Member summation. The Directors of this Association shall hold office for a period of two (2) years and an election shall be held each year for those Director positions whose terms are to expire in order to maintain a total of ten (10) Directors. These will include the following named Officers who shall serve on the Board of Directors: a President, a Vice President, a Secretary and a Treasurer who shall perform the duties hereinafter prescribed for each of such offices. The Board of Directors will also include one (1) Assistant Superintendent (C) Member who will serve as a “C Liaison” on the Board of Directors as voted on by the membership. The Immediate Past President of the Association shall continue to serve as a Director until he is succeeded by the presiding president. The Officers of the Association, as hereinabove provided for, together with the Directors as above constituted, shall constitute the Board of Directors of this Association. Each member of such Board of Directors shall be entitled to vote at the meetings thereof and a quorum necessary for the transaction of business shall be not less than a majority of said Board of Directors. The majority of a quorum must be made up of Class A and Class SM Board Members. In the event a Class A, Class SM or Class C member of the Board of Directors becomes unemployed, he/she has six (6) months to become employed again as a Class A, Class SM or Class C Superintendent/Assistant Superintendent before having to resign his/her seat on the Board of Directors. In the case of an Affiliate Member, a vacancy shall occur, and a replacement found under the guidelines of Section 3 of this Article.

#### **SECTION 3 - VACANCIES**

Vacancies occurring within the Board of Directors shall be filled by appointment by the President with the approval of the remaining Board of Directors for the unexpired term.

#### **SECTION 4 - DUTIES AND POWERS OF THE BOARD OF DIRECTORS**

The Board of Directors shall have general charge and management of the affairs of the Association. The Board of Directors shall, at each annual meeting, make a full report of its activities during the preceding fiscal year. A financial audit shall be completed within thirty (30) days of the end of each fiscal year and a reconciliation thereof shall be presented to the membership at the next annual meeting.

#### **SECTION 5 - DUTIES OF THE 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 that may be made by the Board of Directors. This individual shall preside at all meetings of the Association and Board of Directors and shall be 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/she may think proper. The President shall appoint all committees, subject to approval by the Board of Directors.

#### **SECTION 6 - DUTIES OF THE VICE PRESIDENT**

In case of absence or inability to act as the President, the Vice-President shall, during the period of such absence or disability, perform the duties here-in-before stated of the President. In the event the office of President shall become vacant, the Vice-President shall perform all duties of the President until the annual election or until his/her successor shall be duly elected and qualified. In the event that both President and Vice-President offices become vacant at the same time, the Board of Directors shall appoint one of their own to serve out the term until the next annual meeting and elections.

## **SECTION 7 - DUTIES OF THE SECRETARY**

The Secretary shall be an officer of this Association and be present at all meetings of members of the Association and of the Board of Directors, and shall be responsible for and keep a record of all the transactions at the meetings in a book, belonging to the Association, kept for such purposes. The Secretary will maintain a record of election results and terms of office for all Directors of the Association and will within ninety (90) days of the Annual Meeting inform the Nominating Committee of any Directors whose terms are expiring. The Secretary shall read the minutes from the previous Association meeting and all appropriate correspondence of the Association. The Secretary shall ascertain that due and proper notice, as provided by the Bylaws, has been given of all the meetings of the members of the Association and of the Board of Directors, and shall be the custodian of the corporate seal, and shall perform all other duties usually performed by the Secretary of a like corporation and such other additional duties as may be required by the Board of Directors. The books of the Secretary shall be open at all times for inspection by the members of the Board of Directors.

## **SECTION 8 - DUTIES OF THE TREASURER**

The Treasurer shall be responsible for all monies, bills, notes, bonds and similar property belonging to the Association and the safekeeping of the same in the name of the Association. The Treasurer shall prepare an annual budget and submit it for approval to the Board of Directors. The Treasurer shall keep such financial records and accounts as may be required of them by the Board of Directors and in accordance with standard accounting and bookkeeping procedures and shall make a monthly report of all Association transactions. The books of the Treasurer shall be open at all times for inspection by the members of the Board of Directors.

## **SECTION 9 - IMPEACHMENT OF OFFICERS AND DIRECTORS**

In accordance with the Standing Rules of the Association, the membership shall have the power to remove an Officer or Director. The Board of Directors may remove any elected Officer or Director who shall without good causes miss three (3) consecutive meetings of the Board of Directors.

# **ARTICLE VI COMMITTEES**

## **SECTION 1**

The President shall annually appoint the following committees:

- (a) Education Committee
- (b) Publicity/Editorial Committee
- (c) Golf Committee
- (d) Sergeant at Arms Committee
- (e) Finance Committee
- (f) Membership Committee
- (g) GCSAA Affairs Committee
- (h) Social and Welfare Committee
- (i) Bylaw Committee
- (j) Scholarship and Research Committee
- (k) Government Relations Committee
- (l) Nominating/Long Range Steering Committee

and any other committees as the Association or Board of Directors may deem necessary. Committee chairmen shall make reports to the members at the monthly meetings as required and deemed necessary. Committee chairman shall submit a budget of proposed expenses for such committees prior to January 1 of such current fiscal year. Committee expenses shall be subject to Board of Director approval. Committee chairman shall not incur any expenses to the Association without Board of Director approval.

**ARTICLE VII  
REIMBURSEMENT FOR EXPENSES**

**SECTION 1**

Officers and others may be reimbursed for expenses incurred for services rendered to the Association at the discretion of the majority approval of the Board of Directors.

**ARTICLE VIII  
MEETINGS**

**SECTION 1**

The Board of Directors shall meet prior to monthly meeting preferably the same day as the monthly general meeting of the Association members. Special meetings of the Board of Directors may be called at any time by the President, providing the request is made fourteen (14) days in advance of such meeting. President's request may be in writing or verbal communication. There must be a majority of members present at said meeting. A majority of members of the Board of Directors shall constitute a quorum at any Board of Directors meeting, provided that the majority of the quorum is made up of Class A and Class SM Directors. The general meeting of the Association's members shall be held on the third Tuesday of the month, unless otherwise specified in advance. General meetings shall be held each and every third Tuesday, provided a quorum is indicated by the return attendance card provided by the Association Secretary. The Association's annual meeting shall be held in the month of August on the third Tuesday as provided by Standing Rules or as designated by the Board of Directors. Any valid Association business may be conducted at this time. The annual election of Officers and Directors will be held at this time with the Nominating Committee Chair acting as elections Director. The ballot of such elections shall be by secret written ballot and shall be provided for by the Association Secretary. A simple majority vote shall be required to be elected. All standard and proper election procedures shall rule at all elections. A quorum at any annual or general Association meeting shall be fifteen (15) voting members.

**ARTICLE IX  
GCSAA CONFORMITY**

**SECTION 1 – REAFFILIATION**

The Association shall reaffiliate with the Golf Course Superintendents Association of America as per the scheduled dates as set forth by GCSAA.

**SECTION 2 - ANNUAL REPORT**

The Association Board of Directors, or specially appointed committee by the Board of Directors, shall prepare an annual chapter financial statement in accordance with general accepted accounting principles and a summary thereof shall be filed with the Golf Course Superintendent's Association of America. The Association shall submit an annual report to GCSAA which shall contain an outline of Chapter activities for the year, current Bylaws, current Officers, a current membership roster, a certificate of good standing from the state the Association is incorporated in, a certificate of insurance, summary of the annual financial statement and a copy of the Association's annual tax return. This report will be submitted to GCSAA within sixty (60) days following the Association's annual meeting.

**SECTION 3 - ANNUAL CHAPTER RELATIONS MEETING**

The Association shall send a chapter representative to attend the annual Chapter Relations meeting unless otherwise approved by the GCSAA Chapter Relations Committee.

**SECTION 4 – VOTING**

The Association must have voter representation at all GCSAA annual meetings.

**SECTION 5 – INSURANCE**

The Association shall procure Insurance coverage for its operation, activities and conduct to include, but not limited to, premises, operations, property, personal injury, special events, and Directors and Officers Liability. A Certificate of Insurance shall be provided to the GCSAA with the annual report confirming that the minimum requirements for General Liability and Directors and Officers coverage are met.

## **ARTICLE X AMENDMENTS**

### **SECTION 1**

These Bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the regular bona-fide Class A, SM and C members present, provided a quorum is present. The proposed amendments shall layover until the second regular meeting following its proposal and notice of such proposed amendments shall be included in the announcements of both meetings.

## **ARTICLE XI DISSOLUTION**

### **SECTION 1**

In the event of the dissolution of the Pocono Turfgrass Association, after all liabilities and responsibilities have been met, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954, as from time to time amended. Decision of distribution shall be by the Board of Directors, and focus on universities and research programs with the highest regard to turfgrass studies.



## **WHAT YOUR ASSOCIATION EXPECTS OF YOU AS A MEMBER**

1. Regular attendance at monthly meetings and functions sponsored by the Association.
2. Be willing to serve on committees, and hold office as a director or officer.
3. Mail monthly return cards promptly, whether you plan to attend or not to attend. If a member makes a reservation and does not keep it, or does not notify the host superintendent to cancel, the member will be billed for the meal for that meeting.
4. Superintendent members should be willing to host the Association membership for monthly meetings.
5. Pay your Association dues and assessments promptly.
6. Respect the golf course and the club facilities of your host superintendent and wear proper attire befitting of your profession.
7. Keep your Association Secretary posted when you change address or you are due for re-classification.
8. Make every effort possible to welcome our new members into our Association and to try to bring those members who are inactive to the meetings.
9. Know and abide by the Code of Ethics set by the GCSAA and the bylaws adopted by our Association.

May your membership in the Pocono Turfgrass Association be a very happy and fulfilling one, and thank you for your cooperation.