

MARYLAND INTERCLUB SENIORS GOLF ASSOCIATION BYLAWS

These Bylaws are published to facilitate managing the affairs of the Maryland Interclub Seniors Golf Association, Inc., which may hereinafter be referred to as the “Association” or as “MISGA.”

The MISGA year for fiscal and operating purposes shall be from January 1 through December 31.

SECTION I - BOARD OF DIRECTORS MEETINGS

- A.** The Board of Directors shall meet not less than three (3) times each year at such time and place as the Board shall determine.
- B.** The President shall prepare an agenda for each Board of Directors meeting. The Secretary shall distribute the agenda to the Board at least fifteen (15) days prior to the meeting.
- C.** As part of the agenda for each meeting, Officers, Division Directors, and Committee Chairs shall submit and present a report. It is preferred that all reports are in writing and are sent to the Board members prior to the meeting.
- D.** For the final Board meeting of the year each Division Director shall submit and present a Division Annual Report.
- E.** The voting members of the Board are the President, immediate Past President, Vice President, Secretary, Treasurer, Division Directors and Assistant Division Directors.
- F.** The voting members present at a Board meeting constitute a quorum. Voting on Board issues shall only be by the voting members present at a Board meeting; no proxy voting or voting by email or telephone is allowed. A simple majority of voting members present at a meeting is required to approve motions, unless otherwise stated in the Constitution or Bylaws.
- G.** All members of the Board, including non-voting members, i.e., Standing Committee Chairs who are not also Division Directors or Assistant Division Directors, may fully participate in the meetings, including presenting and discussing motions.
- H.** Voting members who are also chairs or members of standing committees may vote on matters pertaining to the activities of their committee.
- I.** The President may call a special meeting of the Board as may be deemed necessary for conduct of the business of the Association. The President shall provide notice of the purpose of such meeting to all Board members no less than fifteen (15) days prior to the date thereof.
- J.** Deleted
- K.** *Robert's Rules of Order Newly Revised* (11th edition), with emphasis on “Procedure In Small Boards,” pages 487-488, will be used in conducting business at Board meetings.

SECTION II – SUCCESSION OF PRESIDENT AND VICE PRESIDENT

- A.** As the last order of business of the final Board meeting of the President's second consecutive year in office, the incumbent Vice President (VP) shall become President and assume his/her duties immediately by accepting the gavel and calling for the election of a new Vice President. The new Vice President will come from the next numerically sequential Division. For example, if the incumbent Vice President is from Division I, then the new Vice President will come from Division II. In the event a Division has two candidates eligible for the office of Vice President, the Division is responsible for selecting which person is to be elevated to this office. The Division will notify the current President of its nominee as soon as possible. Both the President and Vice President must be Division Directors or Assistant Division Directors in the years for which they are to serve.
- B.** In the event that the numerically sequential Division does not have a nominee for Vice President, the Division may pass to the next numerically sequential Division. The Division will notify the current President that the Division will not have a nominee as soon as possible.

SECTION III - SUCCESSION OF DIVISION DIRECTORS AND ASSISTANT DIVISION DIRECTORS

- A.** The Club Representatives of each Division shall be represented on the Board of Directors by a Division Director and an Assistant Division Director, both of whom shall be voting members of the Board. The Assistant Division Director shall be elected by the Division's Club Representatives and shall automatically succeed to the Director position whenever that position becomes vacant. All candidates for Assistant Division Director shall be MISGA Associates, members of one of the Clubs in that Division, and, preferably, be past or present Club Representatives.
- B.** The terms of office for the Division Directors and Assistant Division Directors shall be determined by the individual Division. If a Division Director or Assistant Division Director is selected to be the Vice President, he/she must remain a Division Director or Assistant Division Director while they occupy the office of Vice President and President. Elections to the office of Division Director and Assistant Division Director are to be carried out at the final Division meeting of the year. Following the election, the newly elevated Division Director and the new Assistant Division Director shall assume their new positions on January 1 of the upcoming year.
 - 1. In the event that the Division Director leaves office, the Assistant Division Director shall immediately succeed to that position. The Division's Club Representatives shall elect a new Assistant Division Director as soon as possible.
 - 2. In the event that the Assistant Division Director leaves office prior to the expiration of his/her term, the Division shall elect a new Assistant Division Director who shall assume office immediately.
 - 3. A Division Director or Assistant Division Director may be removed from office for failure to perform the duties of his/her office. Upon receipt of a petition signed by at least one half of the Club Representatives of the affected Division, the MISGA President shall hold a

hearing within thirty days at an appropriate location within that Division. Attending the hearing shall be the MISGA President, Secretary, Legal Counsel, and all Club Representatives or designees of that Division. After all parties have had an opportunity to present their cases, upon an affirmative vote of three quarters of Club Representatives of that Division (one vote per Club) for removal, the Division Director or Assistant Division Director shall be deemed removed from office. The Division shall proceed to fill the vacancy according to established policy.

SECTION IV - BOARD AND OFFICERS DUTIES

A. BOARD.

1. The Board shall determine all policy matters and control all MISGA assets and funds.
2. At the first meeting in the new MISGA year, the incoming Board shall review, amend as necessary, and approve the budget prepared by the outgoing Budget Committee.

B. PRESIDENT

1. The President shall preside at all meetings of the Board of Directors and the Association. He/she shall report to the Board any matter, which, in his/her judgment, may be important to the Association.
2. The President shall appoint Associates, for a term of two years, to fill the positions of Secretary, Treasurer, General Counsel, and the Chairs of the Standing and Ad Hoc Committees.
3. The President shall convene a final meeting of the outgoing Board between November 15 and December 15, of the second consecutive year in office, to conclude the business of the retiring Board. The incoming Board members should attend.
4. The President of MISGA shall be an ex officio member of all MISGA committees.
5. In the event the Vice President is unable to fulfill his term of office, the President may appoint a current voting member of the Board from the same Division to complete the Vice President's term.

C. VICE PRESIDENT

1. The Vice President shall be available for any duties or assignments specified by the President.
2. In the event of resignation, absence, death, physical disability or inability of the President to perform his/her duties, the Vice President shall act in his/her stead. The Vice President is responsible for acquiring any awards to be presented to outgoing Board members.

D. SECRETARY

1. The Secretary shall have charge of and maintain the official correspondence, records, and papers of the Association, and perform such other duties as are incident to the office. The official records shall be transferred to succeeding Secretaries.

2. The Secretary shall distribute the agendas to the Board at least fifteen (15) days prior to Board and Club Representatives Annual Meetings. For the Annual Meeting the Division Directors must then forward the agenda on to all of their Club Representatives.
3. The Secretary shall provide minutes of the Board meetings and Annual Meetings. Within fifteen (15) days following the meetings the minutes shall be sent to each member of the Board. Division Directors must then forward the minutes to their Club Representatives. Similarly, “corrected” minutes shall be sent to Board and Club Representatives at least fifteen (15) days prior to the next Board or Annual Meeting, respectively, where they will be considered for approval.
4. The Secretary is responsible for maintaining the record of term expiration dates for Division Directors and Assistant Division Directors.
5. The Secretary is responsible for keeping track of who is eligible to vote at the Board and Annual Meetings.

E. TREASURER

1. The Treasurer shall collect all monies due the Association and deposit them in the depositories approved by the Board. The Treasurer shall make disbursements under the direction of the President. For this purpose, the Treasurer is empowered to issue and sign checks on the Association's bank account. The President and Vice President shall sign bank signature cards for emergency use. The Treasurer shall ensure that past signature cards are canceled.
2. The Treasurer shall keep the financial records for five (5) years, and shall transfer such records to any succeeding Treasurer.
3. No more than thirty (30) days after the close of the fiscal year, the Treasurer shall furnish the Audit Committee Chair an annual report of the receipts, expenditures, and copies of financial reports of all events of the Association for the preceding year.
4. The Treasurer shall furnish an up-to-date financial accounting at each meeting of the Board.
5. The Treasurer is responsible for maintaining liability insurance for MISGA with premiums paid from the Association funds.
6. The Treasurer shall annually prepare and file all forms required by the IRS, e.g., Form 990. This form is due in March of each year, following the end of the last calendar year.
7. The Treasurer shall annually prepare and file the State of Maryland Property Return. This form is due by April 15 each year, following the end of the last calendar year.

SECTION V – GENERAL COUNSEL

- A. General Counsel is required to be a MISGA Associate.
- B. General Counsel is not required to be a licensed attorney, but may obtain the services of any needed legal specialist after review and approval by the Board of Directors.
- C. General Counsel shall serve as legal advisor to the Board of Directors.

- D.** General Counsel shall review and provide legal guidance on all motions pertaining to the Constitution, Articles of Incorporation, and MISGA Bylaws.
- E.** General Counsel shall represent and advise the Board of Directors in any action to remove any elected Officer, Division Director, or Assistant Division Director under Section III.B.3.
- F.** General Counsel shall review any Board action relating to the dismissal of an Associate member and shall represent MISGA at any hearing held relative to an action for dismissal.
- G.** General Counsel is an advisory member of the Policy and Planning Committee and shall advise that committee regarding all legal questions. General Counsel shall review recommendations of the Committee for the Board of Directors.
- H.** General Counsel shall review and approve, as requested, contracts proposed at the Corporate and Division levels and any such contracts at the Member Club level that may be referred by the Division Director of such Member Club.
- I.** General Counsel shall provide representation for any litigation in which MISGA may be involved.

SECTION VI – STANDING COMMITTEE DUTIES

A. ASSOCIATES COMMITTEE

- 1. The Associates Committee is responsible for establishing procedures for roster maintenance and for the collection and recording of Associates dues. Dues collected are to be turned over to the Treasurer.
- 2. The Chair of the Associates Committee is responsible for preparing an annual report that provides the number of associates in each Member Club and in each Division. The report will be coordinated with the Treasurer to ensure consistency. This report shall be presented to the Board at the final Board meeting of the year.

B. AUDIT COMMITTEE

- 1. The Audit Committee Chair shall make an audit of the books and finances of the Association and submit an audit report to the Board within sixty (60) days after the close of the fiscal year.
- 2. The Committee Chair shall publish guidelines for the fiscal conduct of MISGA events. (See "Fiscal Conduct for MISGA Special Events" in the Club Representatives Guidelines.)
- 3. The Committee Chair is responsible for auditing the financial reports for MISGA Tournaments and Special Events.

C. BUDGET COMMITTEE

The members of the Budget Committee shall be the President, Vice President, and Treasurer. The Treasurer shall be the Chair of this committee. Prior to the end of the fiscal year, the Committee shall prepare a proposed budget for approval by the new Board at its first meeting of the new fiscal year.

D. POLICY AND PLANNING COMMITTEE

1. The Policy and Planning Committee shall consist of the Chair, one Associate from each Division, and the General Counsel. The Committee shall be responsible for long-range and short-range planning. It shall evaluate the organizational structure of MISGA and recommend appropriate changes to the Board.
2. The Committee shall be responsible for maintaining the MISGA Constitution and Bylaws. It shall review these documents on a yearly basis and recommend changes to the Board and, as appropriate, to the Club Representatives at the Annual Club Representatives Meeting. When amendments to these documents have been formally approved, i.e., in accordance with the MISGA requirements for amending these documents, the Policy and Planning Committee shall forward the updated documents to the Web Master for posting to the MISGA Website.
3. The Policy and Planning Committee shall be responsible for maintaining the MISGA Club Representatives Guidelines and for assuring that the latest version of this document is available on the MISGA Website.
4. The Policy and Planning Committee Chair shall be familiar with *Robert's Rules of Order Newly Revised* (11th edition) and act as Parliamentarian for the Board of Directors and Annual Club Representatives meetings.

E. CLUB MEMBERSHIP COMMITTEE

For consideration of either an application of a Club for MISGA membership or for the termination of a Club's membership, the President, with the Club Membership Committee Chair, shall name an ad hoc committee. The chairman of this ad hoc committee will be the Club Membership Committee Chair and shall include four (4) additional Associates, two of whom shall be the Director and Assistant Director of the Division concerned.

1. Applicant Member Clubs

The Club Membership Committee shall investigate all applicant Clubs. Applications for membership shall be reviewed and forwarded, with recommendations by the Division Director concerned, to the Membership Committee. The application will be evaluated as to the Club's ability to meet the following MISGA membership guidelines:

- a. Follow the MISGA Constitution and Bylaws as well as all MISGA polices and directives.
- b. Waive green fees for interclub mixers and tournaments.
- c. Conduct at least the minimum number of mixers established by the Division Director.
- d. Pay the annual golf membership dues to the Association.
- e. Pay such dues, fees, and other charges as may be established by the MISGA Board.
- f. Have an 18-hole golf course that is officially rated using USGA guidelines.
- g. Permit shotgun starts, have carts for all participants, and allow carts on fairways, weather permitting.
- h. Have adequate dining facilities for mixer participants and tournaments.

- i. Be willing and able to host Division tournaments.
- j. Have a formal and active handicap committee and maintain this committee under the USGA Handicap System.

After evaluating a Club's ability to meet these guidelines the Membership Committee shall report its recommendation to the Board of Directors for action. Approval of the Club's application shall require a majority vote of all the voting Board members.

2. Termination Of a Member Club

- a. Continued membership of Clubs, and their Associates, is contingent upon compliance with MISGA guidelines detailed in VI.E.1, above. Failure to comply may result in termination of the Club's membership.
- b. When a Club appears to be failing to maintain compliance with MISGA guidelines, the Club Membership Committee shall investigate. The Club shall be advised of what guidelines are not being met and what corrective action is recommended.
- c. If compliance cannot be achieved within a reasonable time, the Committee shall so report to the Board. Any Club being considered for termination must be given an opportunity to be heard by the Board.
- d. If the failure of a Club is due to a change in MISGA guidelines, consideration shall be given to continuing its membership under a "grandfather" principle.
- e. In all cases, a motion by a member of the Board to terminate a Club's membership shall require an affirmative vote of a majority of all the voting members of the Board.

F. MISGAGRAM COMMITTEE

- 1. The MISGAGram Committee shall consist of the MISGAGram Editor as Chair, the MISGA Web Master (i.e., the Website Committee Chair), and an Associate from each Division to assist in gathering newsletter items from their respective Divisions.
- 2. The MISGAGram Editor is responsible for the preparation of the MISGAGram, the newsletter of the organization, and for sending it to the Web Master for posting on the MISGA Website and to the Archives.
- 3. The MISGAGram Committee shall inform each member of the Board by email when a new MISGAGram is posted to the MISGA Website. It is the responsibility of the Division Directors to assure that all Club Representatives in their Division are aware of the new posting so that they may notify their Club members.

G. TOURNAMENT COMMITTEE

- 1. Annually, MISGA sponsors two state-level MISGA Championship Tournaments (MCTs) – The Past Presidents (ABCD) and the 2-Man Team. To administer the two Championship Tournaments, there are two levels of management.
 - a. The MISGA Tournament Chair (MTC) is appointed by the MISGA President. The MTC is responsible for managing and directing the two Championship Tournaments at the MISGA level. The MTC will select the highest quality clubs available (course,

- club house & amenities) that are located within a reasonable driving distance from the Chesapeake Bay Bridge (± 50 miles). The incumbent provides guidance and assistance to the host Club and its staff, the on-site Tournament Coordinator (normally the Club Representative), and the four Division Tournament Chairs.
- b. The Division Tournament Chairs (DTCs) are appointed by the Division Directors. The DTCs are responsible for managing and directing the Division tournament activities, such as the ABCD and Two-Man Team Division Qualifiers, and special events, e.g., Pro-Am, match play, charity, etc. Their responsibilities also include assisting the MTC with the management of the MCTs staged in the Division and providing guidance and assistance to the Club Representatives.
2. Members of the on-site Tournament Committee for each of the two state-level Championship Tournaments shall include the host Division Director (on-site Tournament Committee Chair), the host Division Tournament Chair, the host Club Representative, the host Club head professional and such other individuals as may be appointed by the Division Director. The Committee is responsible for establishing the conditions of competition; assuring adherence to and interpretation of USGA, MISGA, and local rules of golf; assuring fairness of play and good sportsmanship; answering technical questions; mediating disputes; and resolving other issues and problems as they occur.
 3. Tournament Guidelines (posted in the Tournament Section on the MISGA Website):
 - a. *MISGA Championship Tournament Guidelines*
 - b. *Guidebook for Conducting a MISGA Championship Tournament*
 - c. *Guidelines for Interrupted Tournaments* - a tutorial

H. EVENTS COMMITTEE

1. The Committee Chair is responsible for overseeing the scheduling and operation of all MISGA-wide events of more than one day and for the reviewing of the contracts and fiscal reports for these events.
2. Each Division has the opportunity to sponsor one of the spring, summer, and fall events and to recommend the scheduling and venues for these events. Once the Committee has agreed to a Division's proposal for an event, the Division's Event Coordinator will be responsible for managing the event, subject to the approval of the Events Committee Chair. See "Fiscal Conduct for MISGA Special Events" in the Club Representatives Guidelines.
3. The Committee Chair is responsible for informing the Board of the clubs, resorts, and facilities to be used for the events, along with the contractual arrangements involved.
4. Following each event, the Event Coordinator shall provide a financial report of the event to the MISGA Events Chair and the MISGA Audit Committee Chair.

I. HISTORY COMMITTEE

1. The History Committee shall consist of the Chair and one Associate from each Division.

2. The Committee shall maintain the documents “History of Board Actions” and “Cumulative History of Board Actions,” which, indexed for reference purposes, will include all directives and policies as well as amendments to the Constitution and Bylaws that are approved by the Board. These documents are to be prepared after the close of each calendar year and posted on the MISGA Website.

J. RULES AND HANDICAP COMMITTEE

The Rules and Handicap Committee shall consist of the Chair and one Associate from each Division. It is the responsibility of this committee to ensure that every Associate of MISGA is made aware of the USGA Rules of Golf and the USGA Handicap System and to promote compliance with the handicap system.

K. WEBSITE COMMITTEE

The Website Committee has the responsibility to design, manage, and maintain the MISGA Website to provide, in a timely manner, MISGA information useful to MISGA Associates. The Website Committee Chair (Web Master) is expected to provide for contingency and successor support in order to ensure continuous access for MISGA Associates.

L. PAST PRESIDENTS’ AD HOC COMMITTEE

1. The Committee consists of all past MISGA presidents.
2. The Committee Chair is responsible for recognizing and rewarding members, both present and past, for outstanding service to MISGA.
3. The Committee will also be responsible for additional assignments from the MISGA president and/or the Board where its institutional knowledge is especially pertinent.
4. In the exercise of its responsibilities, the Committee will consult with all Past Presidents, as well as other MISGA members as appropriate.
5. All awards proffered by this Committee will be approved by the current MISGA president.
6. The Committee will provide the MISGA Treasurer of anticipated expenses for budget and execution purposes.

SECTION VII - CLUB REPRESENTATIVES

- A. Each Member Club will have an organization of seniors that will elect, designate, or otherwise select a Club Representative ("Rep") who shall serve as the Club's authorized representative for MISGA affairs.
- B. The Representative will administer the Club's MISGA functions. He/she, or his/her designated substitute, will attend and cast the Club's vote at the Division's meetings of Club Representatives and at the Annual Meeting of Club Representatives.

- C. Each Club Representative shall prepare and submit a completed Annual Report to the Division Director at the end of the year's MISGA activities. (See the sample report form on the MISGA Website.)
- D. Each Club Representative shall have at least one Assistant Representative to be a substitute in conducting MISGA business.

SECTION VIII - ANNUAL CLUB REPRESENTATIVES MEETING

- A. There shall be an Annual Meeting of Club Representatives, Assistant Club Representatives, and Club Officers from all MISGA Member Clubs held between mid-March and mid-April each year, at such time and place as the Board shall determine. All members of the Board should attend the meeting.
- B. The President shall prepare an agenda for the meeting. At least fifteen (15) days prior to the date of the meeting, the Secretary shall provide each Club Representative the agenda setting forth the items for discussion and to be put to a vote at the meeting. Any Associate present at the meeting may introduce additional items from the floor; this includes the Club Representative, other Associates representing their Clubs, and Board members. Motions from the floor shall not include motions to amend the MISGA governing documents, i.e., the Articles of Incorporation, the Constitution, and the Bylaws, unless the prerequisite approval and notification requirements have been met.
- C. The President shall preside over the Annual Meeting and conduct the meeting in accordance with *Robert's Rules of Order Newly Revised* (11th edition), with emphasis on "Procedure In Small Boards," pages 487-488.
- D. Each Club shall have one (1) vote on issues brought to vote at the Annual Meeting. The number of Member Clubs represented at the meeting (each having one vote) shall constitute a quorum for voting. A simple majority of voting members present at a meeting is required to approve motions, unless otherwise stated in the Constitution or Bylaws.
- E. The Secretary shall read the minutes from the previous Annual Meeting. Upon a motion from the floor the minutes may be approved. A motion to dispense with the reading of the minutes and approve them as if read is also in order.
- F. The President shall present an annual State of the Association report.
- G. The Treasurer shall present the annual fiscal report. Upon a motion from the floor the report may be approved.
- H. Division Directors shall report on their Division's activities.
- I. Committee Chairs shall report on the activities of their committees.
- J. Old and new business and any items from the floor will be addressed.
- K. If any amendments to the Articles of Incorporation or the Constitution are to be considered, Article V of the Constitution shall apply.

SECTION IX – THE DIVISIONS AND DIVISION DIRECTORS

- A.** MISGA is organized in four active geographic Divisions. They are:
- Division I ----- Eastern Shore
 - Division II ---- Western MD & Baltimore
 - Division III --- INACTIVE
 - Division IV --- Washington West
 - Division V ---- INACTIVE
 - Division VI --- Washington East
- B.** The Divisions are semi-autonomous and shall be organized to administer their functions in accordance with the MISGA Constitution and Bylaws as well as all MISGA policies and directives.
- C.** Each Division shall hold meetings of the Division's Club Representatives to conduct Division business and elect the Assistant Division Director.
- D.** The principal duties of the Division Director are to:
1. Hold regular meetings with the Club Representatives prior to Board of Directors meetings and at any other time considered desirable or necessary.
 2. Require that only the Club Representative votes. If a Representative is unable to attend, an Assistant Club Representative may be authorized to act.
 3. Assure that there is an Assistant Division Director elected as specified in Section III.
 4. Ensure that each Club has a mixer schedule with at least three (3) parent Division Clubs and two (2) from neighboring Divisions unless authorized by the Board to follow an alternate schedule.
 5. Organize and conduct, on a regular basis, training seminars for Club Representatives and Assistant Club Representatives.
 6. Appoint the Associates from the Division to work with the corresponding Board of Directors Committee Chairs (See Section VI for the duties of these Board committees.):
 - a. Associates Chair – Assist in the collection and recording of Associates dues.
 - b. Policy and Planning Chair – Assist in the planning and organization of MISGA and in the review and maintenance of MISGA governing documents
 - c. MISGAgam Chair – Assist in the gathering of newsletter items for publication in the MISGAgam.
 - d. Tournament Chair - Be responsible for conducting Division tournaments and coordinating the locations and dates of State Tournaments with the MISGA Tournament Chair.

- e. History Chair – Assist in the maintenance of the “History of Board Actions” and the “Cumulative History of Board Actions” that are maintained on the MISGA Website.
 - f. Rules and Handicap Chair – Assist with promoting the understanding of the USGA Rules of Golf and the USGA Handicap System. This Chair shall be responsible for informing the Division Director of any Member Club in the Division that fails to maintain an active handicap committee for monitoring the handicap maintenance of all Associates in the Club.
- 7. Submit a Division Report for each Board of Directors meeting.
 - 8. Prepare and submit the Division's Annual Summary Report to the Board before the final Board meeting of the year. (See the sample report form on the MISGA Website.)
- E. The Division Director may wish to appoint a Secretary, Treasurer, or any number of Division Associates to assist in managing the Division.

SECTION X - CODE OF CONDUCT

A. GENERAL

- 1. This CODE applies to and is binding on all Member Clubs and all MISGA Associates.
- 2. The provisions of the CODE are based on the premise that each MISGA Associate is aware of the rules of golf and of accepted golf course courtesies, conduct, and ethics. Accordingly, any professed ignorance of these standards is unacceptable as an excuse for misconduct or willful and careless infractions.

B. SCOPE OF THE CODE

This CODE shall be applicable to all:

- 1. Interclub mixers,
- 2. Division tournaments and events,
- 3. MISGA-wide tournaments, and
- 4. MISGA-wide authorized events.

Events may include spouses and/or guests of Associates for whose conduct the Associate shall be responsible.

C. ADMINISTERING THE CODE

- 1. The Associates shall comply with the USGA Rules of Golf, local rules of the host Club, and any rules of the Tournament Committee.
- 2. Solicitation of business at MISGA events by Associates has no place in MISGA. This policy should be made clear at Division Club Representatives Meetings and included in the Club Representatives Training Seminars. A notice outlining this policy should periodically appear in the MISGAgram.

3. Compliance with dress codes, standards of personal conduct, and acceptance of responsibility for physical damage to the golf course, golf carts, and other equipment or Club property is required. In all cases, the Associate shall be responsible for the behavior of a spouse and/or guest.
4. Responsibility for addressing misconduct and infractions of the CODE, and for imposing appropriate penalties are set forth below:
 - a. The Club Representative involved and the management of the host Club will resolve occurrences during interclub mixers.
 - b. The Division Director, the Assistant Division Director, the Club Representative, and the host Club management will deal with occurrences at Division tournaments and events.
 - c. The Board of Directors and the Tournament Committee will resolve all occurrences during MISGA-wide tournaments.
 - d. The Events Coordinator will resolve occurrences at MISGA-wide Events.
 - e. Any infractions, incidents of misconduct, disputes, or disagreements which cannot be resolved by those responsible in a-d above will be referred to the Board. In no case will the responsible Associate or any Committee take punitive action without authority from the Board.

D. SANCTIONS AND PENALTIES

Sanctions and penalties for the misconduct and for infractions of the CODE or for damages to property and equipment may take the form of one or more of the following.

1. A verbal warning by the Associate in charge of the activity.
2. A written admonition by the Associate in charge with a copy to the Board.
3. Suspension by the Board from participation in one or more mixers, tournaments, or events.
4. Full or partial financial restitution for damages to property or equipment or for misappropriation or misuse of funds.

SECTION XI - DISMISSAL OF ASSOCIATE

- A. The Board shall make dismissal of an Associate from MISGA for cause only by a majority vote of all voting Board members. The Associate shall be advised of the action in writing, including the reason for the action.
- B. The Associate shall have the right of appeal to the Board, to appear at the hearing and to be represented by another person, whether or not the Associate is present.
- C. Neither the Associate nor his/her representative shall be present during the final deliberations and decision by the Board of Directors.

SECTION XII – CHARITABLE DONATIONS

The MISGA organization will not make charitable donations, except when MISGA is dissolved. See Article VI.A of the Constitution.

SECTION XIII - AMENDMENTS

A motion to amend the Bylaws must be approved by two-thirds of the voting members present at a Board of Directors meeting. The proposed motion must be furnished to all Board members at least fifteen (15) days in advance of the meeting at which the motion is to be presented.