

**PAN AM WORLD FELLOWSHIP GOLF CLASSIC**  
**Bylaws, Rules and Regulations**

**ARTICLE I**

**1. NAME**

The name of this organization shall be the Pan Am World Fellowship Golf Classic.

**ARTICLE II**

**1. PURPOSE**

- A. To stimulate interest in golf by bringing together golfers of the world who are desirous of forming a golfing organization.
- B. To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interest and spirit of the game of golf as embodied in its ancient and honorable traditions.
- C. To encourage conformance with the U.S.G.A. Rules of Golf by creating a representative authority.
- D. To provide an authoritative body to govern and conduct club business and competitions.

**ARTICLE III**

**1. MEMBERSHIP**

- A. Membership shall be available to all golfers, 18 years of age or older.
- B. Only golfers, with a reasonable and regular opportunity to play golf and who have an established handicap.
- C. A person shall be deemed an active member of this organization, having participated in one or more annual golf tournaments in the last three years.

## **ARTICLE IV**

### **1. BOARD OF DIRECTORS (The Board)**

- A. The Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, all active and the past club President. The Board shall exercise all powers of management of the club not specifically excepted by these Bylaws.
- B. The Board of Directors shall meet at such times and places as they may select, or as called by the President, and four (4) Board Members shall constitute a mandatory quorum at any meeting. Any question brought before the Board for a ruling or decision will require a majority vote, for or against, by Board members present.
- C. In case of a vacancy in the office of President or Vice President through death, resignation, disqualification or any other cause, the Board may elect a successor by majority vote to hold office for the un-expired term of whose office shall be vacant.

## **ARTICLE V**

### **1. ANNUAL GOLF TOURNAMENT & MEETING**

- A. The annual golf tournament and meeting shall be held in the month of September or October, or any month and date as approved by the Board. The club President shall provide for the holding of such other membership meetings as may be deemed necessary. A legal quorum at any meeting shall be four (4) members present. All current board members shall be entitled to one vote and the past President shall be entitled to ½ vote.
- B. The BOD shall hold a meeting between noon and 3:00 PM on Monday before the tournament begins to discuss old and new business.

### **2. HANDICAPS/INDEX**

- A. All handicaps and indexes shall be in accordance with USGA rules.
- B. Each golfer must submit with their registration form, handicap or index, contact information and registration fee to the club Treasurer.
- C. If a handicap or index is challenged, the golfer must be able to provide proof. Or the Board of Directors will assign a handicap.

## **ARTICLE V (Cont'd)**

### **3. ARBITRATION**

- A. At each tournament, an arbitration committee of three (3) persons, shall be appointed by the President to arbitrate all tournament discrepancies such as rules, handicap/index, scoring, etiquette, etc. Their decision shall be final.
- B. Should the committee be unable to render a decision, the President shall make an effort to hand down a decision to satisfy all concerned parties.
- C. In the case of a questioned handicap, a challenge must be submitted in writing to the arbitration committee before or after that day's play. If the challenge occurred after a day's play, no more than a 3 strokes correction can be made to the individual's handicap. That change will be posted for the balance of the tournament.
- D. If a golfer has been challenged, and cannot produce a current handicap card or other proof to support his/her handicap will stand for the duration of the tournament.

### **4. ELECTION OF VICE PRESIDENT**

- A. Only the office of Vice President is elected. The President shall request nominations for the office of Vice President from the membership in attendance at the annual meeting. Anyone being nominated must be in attendance. The nominee must agree to, and will serve TWO years as Vice President, then automatically move into the office of club President at the next annual meeting, and serve TWO years. If the current Vice President is a volunteer that was approved by the BOD and no nominations are received, that volunteer shall remain in officed.
- B. Voting shall be by written ballot by the members present at the annual meeting or as authorized by the President. The name receiving the greatest number of votes will be declared elected.

## **ARTICLE VI**

### **1. OFFICES AND COMMITTEES**

All offices must be filled by golfers who meet the membership requirements as given in Article III, and shall consist of President, Vice President, Treasurer, and Secretary. Their duties shall be such as the titles would indicate and additional duties as assigned to them by the President.

A. President

- 1) The President shall be responsible for the administrative operation of the club and shall appoint and define the powers and duties of all committees. The President shall be an ex-officio member of all committees except a nominating committee.
- 2) On behalf of the Organization, has authority to sign any contracts, letters of agreement or other documents as required in securing of sites for future Pan Am World Fellowship Golf Classic.
- 3) Disburse funds as necessary in concurrence with any member of the Board for; purchase of raffle prizes, purchase of awards, reimburse of any member expenses, and other expenses incurred during the tournament. No officer shall have the unilateral discretion to spend the organization's funds (exceeding \$100) without proper authority from a majority of the Board. There shall be no unilateral spending by any officer unless there is an emergency or exigency of time.
- 4) The Secretary and Treasurer are appointed to these offices by the club President. At the discretion of the club President these offices may be combined.

B. Vice President

- 1) Contact and solicit bids from facilities who can accommodate the following basic annual tournament requirements:
  - a. Five (5) days/four (4) nights hotel room.
  - b. Three (3) days of golf at two (2) or more courses.
  - c. Two (2) banquets
  - d. Submit all bids to the Board for review and subsequent approval.
- 2) Assist in scoring and handicapping as necessary.
- 3) Assist the President, as required.

C. Treasurer

- 1) Maintain a bank account and keep the books of the organization.
- 2) Shall be responsible for and receive all clubs funds.
- 3) Maintain a current and accurate record of those funds with proper authorization.
- 4) Issue and sign club checks.
- 5) Make a verbal annual financial report to the membership.
- 6) Normally, there shall be two signatures affixed to any financial document (ex. Checks).
- 7) All officers shall be authorized to sign financial documents and two signatures shall suffice.
- 8) Assist in scoring and handicapping as required.

D. Secretary

- 1) Maintain written records of all regular and special meetings. When required, make an annual report to the membership.
- 2) Maintain a current copy of the Bylaws and incorporate changes when approved by the Board or ratified by the membership.
- 3) Assist in scoring and handicapping as required.
- 4) Other duties as assigned by the President.

**ARTICLE VII**

**1. AMENDMENTS TO BYLAWS**

To repeal or amend any of these Bylaws, a member must submit a request in writing to the Board and the change shall not be effective until approved by a majority vote of the club members present at a meeting held in accordance with the provisions contain herein.

**Revised 2006, 2007, 2009, 2011, 2015**