

NASA Golf Association Constitution and Bylaws

ARTICLE I - NAME

The name of this non-profit private organization shall be the “NASA Golf Association,” hereinafter referred to as the “Association.”

ARTICLE II - PURPOSE

The purpose of the Association is to promote and foster enjoyment and camaraderie through the medium of the game of golf and to provide a vehicle for organized competition to serve this end.

ARTICLE III – MEMBERSHIP

Eligibility for membership in this Association shall be open to all active and retired NASA civil service employees and all full time employees of active LaRC contractors, as well as NGA retired contractors who remain in good standing. The NGA will accept, on a first come first serve basis, all eligible employees up to a maximum of 175 members. Membership shall not be restricted by race, color, creed, religion, or national origin.

ARTICLE IV - OFFICERS

1. The Officers of this Association shall be President, Vice President, and a Secretary/Treasurer.
2. Term of office shall be one year, commencing on the first day of January.
3. Election of officers shall be by majority affirmative vote of the members attending the annual banquet.
4. Vacancies in office shall be filled by appointment by majority vote of the Executive Committee.
5. Officers can serve in their position for more than one term (year) in succession but must be approved annually by majority affirmative vote of the members attending the annual banquet.
6. Powers and Duties of Officers:

President:

The President shall preside at all meeting of the Association and the Executive Committee. With the approval of the Executive Committee, the President shall appoint committee chairs and establish additional committees as are required to achieve the stated purpose of the Association.

Vice President:

The Vice President shall perform the duties of the President in his absence. The Vice President shall also serve as the chair of the Tournament Committee.

Secretary/Treasurer:

The Secretary/Treasurer, hereinafter referred to as "Treasurer," shall be the recording officer of the Association and the custodian of its records, except those specifically assigned to others. The Treasurer shall maintain complete and accurate records of all monies received and expended by the Association. He shall report on the state of the treasury whenever required. The Treasurer shall maintain one or more accounts in an established banking facility under the name of this Association. Access to these accounts shall be restricted to three signatories: the President; Vice President; and Treasurer. The Treasurer shall disburse all monies upon the approval of any two- (2) signatories with the exception of Association expenses not exceeding \$50.

ARTICLE V – COMMITTEES

The Association will have as many committees as the Officers deem necessary to carry out the Association's business, such as the Executive, Tournament, Handicap, Rules, Publicity, Membership, Election, and Ways and Means Committees.

ORGANIZATION, FUNCTION, AND DUTIES

1. **Executive Committee:**

The Executive Committee shall consist of the elected Officers of the Association and no less than four (4) committee chairs. The President shall serve as Chair of the Executive Committee. The Executive Committee shall direct the operations of the Association in accordance with the existing Constitution and Bylaws. This may include awarding honorary memberships and appointing special assistants.

2. **Tournament Committee:**

The Tournament Committee shall be chaired by the Vice President and consist of not less than two (2) additional members. This Committee shall plan and conduct all Association tournaments, determine all prizewinners, and award prizes. They shall consult with the host golf course Manager or Pro on matters affecting tournament play. Tournament Rules of Play shall be coordinated with the chairs of the Handicap and Rules Committees, and jointly agreed upon.

3. **Handicap Committee:**

The Handicap Committee shall consist of a chair and not less than one additional member. This committee shall be responsible for:

- Establishing a handicap index for each Association member in accordance with the United States Golf Association (USGA) handicap system;
- Updating the roster showing the current handicap indices of all active members after each tournament;
- Assisting the Tournament Committee in determining the course handicap for each competitor prior to each tournament;
- Scoring each tournament and forwarding results to the Tournament Committee for the determination of winners;
- Compute summary statistics for the determination of the club champions as defined in Section V of the Association Bylaws; and
- Maintain scorecards for the current golf year.

4. **Rules Committee:**

The Rules Committee shall consist of a chair and two (2) additional members. They shall be responsible for maintaining an updated set of tournament rules that reflect current USGA rules and current rules set forth in the Bylaws. They shall be responsible for informing the membership of any changes in the USGA Rules of Golf and shall interpret them as required. This committee shall make rulings concerning any rules disputes that occur during tournament play.

5. **Publicity Committee:**

The Publicity Committee shall consist of a chair and not less than one (1) additional member. They shall furnish the Center and local news media information concerning the Association and maintain a web-site for the NGA, which might be of interest to the public or helpful to the Association. In coordination with the Tournament Committee Chair, they shall publicize scheduled tournaments and events of the Association. They shall maintain historical records, such as photographs and newspaper clippings, which show activities of the Association.

6. **Membership Committee:**

The Membership Committee shall consist of a chair and not less than one (1) additional member. They shall maintain a roster of all active members, including addresses and telephone numbers. This Committee shall seek to encourage and promote an interest in golf among those listed as eligible for membership under Article III (Membership), shall process all membership applications, and submit all dues collected to the Secretary for deposit and posting.

7. **Ways and Means Committee:**

The Ways and Means Committee shall consist of a chair and not less than two (2) additional members. This Committee, on direction of the Executive Committee, shall plan and coordinate all special events and activities of the Association. In addition, the committee would provide direction for the Annual Banquet, and provide support from the association membership to LAA for events such as the Turkey Shoot and Carnival.

Examples of said activities may include an overnight golf trip, matches with other golf associations, and all fund raising activities.

ARTICLE VI – MEETINGS

1. Executive Committee:

Executive Committee meetings shall be held as needed throughout the year at the call of the President. A majority of Executive Committee members shall constitute a quorum. A majority affirmative vote of members present shall be necessary to pass any motion.

2. General Membership Meetings:

General membership meetings shall be held in the months of February and November. The February meeting shall be held to conduct a membership drive, review the rules of competition, discuss the tournament schedule, consider any special events the Association may wish to conduct, and any other business brought before it. The November meeting shall be known as the “Annual Meeting” and shall be for the purpose of holding the annual banquet, election of officers, reports of officers and committees, and to conduct any other Association business. Ten (10) percent of the active membership shall constitute a quorum for the transaction of business. A majority affirmative vote of members present shall be necessary to pass any motion.

3. Special Membership Meetings:

Special membership meetings shall be held as directed by the Executive Committee. Ten (10) percent of the active membership shall constitute a quorum for the transaction of business. A majority affirmative vote of members present shall be necessary to pass any motion.

ARTICLE VII -- DUES AND ASSESSMENTS

All dues, as specified by the Bylaws of this Constitution, shall be determined and approved by 2/3 vote of the Executive Committee. Regular tournament entry fees and assessments shall be determined by the Tournament Committee. Entry fees shall be used to generate prizes for the respective tournament and assessments shall be used toward special activities for that tournament.

ARTICLE VIII – FISCAL YEAR

The Fiscal Year of this Association shall be January 1 through December 31. The Association Year shall be the General Membership Meeting in February though the Annual Meeting in November.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order, Revised Edition” shall govern the conduct of all Association meetings, except where in conflict with provisions of this Constitution and Bylaws.

ARTICLE X – AMENDMENTS

Amendments may be made to this Constitution by a two-thirds (2/3) affirmative vote by members present at a general or special membership meeting. Proposed amendments shall be submitted, in writing, to the Executive Committee. Proposed amendments shall be presented for consideration and vote at the next general or special membership meeting.

ARTICLE XI – ADOPTION OF THE CONSTITUTION AND BYLAWS

This Constitution and Bylaws shall become effective, and so dated, upon adoption by two-thirds (2/3) affirmative vote by members present at a general or special membership meeting.

ARTICLE XII – FISCAL RESPONSIBILITY

In the event liabilities exceed assets, Association members understand that they will be liable for their pro rata share of all Association debts not covered by Association assets and that NASA is not responsible for a private Association's lack of assets with which to discharge liabilities incurred.

The incoming President shall appoint a two- (2-) member auditing committee to certify the records of the outgoing Secretary prior to January 1. The President will present this report to the members at the first meeting of the Fiscal Year.

ARTICLE XIII – DISSOLUTION

This Association may be dissolved by a two-thirds (2/3) affirmative vote of the entire membership at a general or special membership meeting. On dissolution, all Association debts shall be liquidated and any monies remaining in the treasury shall be donated to the Langley Activities Association.

ARTICLE XIV – BYLAWS (STANDARD OPERATING PROCEDURE)

Bylaws incident to the operation of this Association shall be in agreement with the provisions of this Constitution.
