

OHIO HIGH SCHOOL GOLF COACHES ASSOCIATION  
CONSTITUTION AND BY-LAWS

**ARTICLE #1 – NAME**

This organization shall be known as the “Ohio High School Golf Coaches Association”, hereby to be referred to as “OHSGCA”, and here after referred to as the Association, is a non-profit voluntary organization.

**ARTICLE #2 – MISSION STATEMENT**

The objective of this Association shall be to promote boy’s and girl’s junior golf programs, to enforce the Rules of Golf of the United States Golf Association (USGA), to promote and maintain the highest professional standards among coaches, to provide a forum for friendly exchange of ideas and social contact, to enforce the rules of interscholastic golf/athletics as mandated by the Ohio High School Athletic Association (OHSAA), and to promote the growth of interscholastic golf teams throughout the state of Ohio.

**ARTICLE #3 – MEMBERSHIP— The annual membership period is from May 1 to April 30**

Section 1 – Composition: Membership shall consist of the coaches of boy’s and girl’s golf teams. There shall be two classes of membership - (1) Active and (2) Honorary.

(1) Active

- (a) Coaches in good standing (defined as being paid up to date) of member schools of the OHSAA.
- (b) Delinquent – an active member becomes delinquent when he/she has not paid the annual dues for the current golf season by date designated by the Association, September 1st. In this case, the member loses all privileges provided by the Association—until the delinquent dues is paid.

(2) Honorary

- (a) The President shall receive nominations for Honorary membership. The nomination shall be subject to the approval by a vote of the Executive Board of the Association. Past Presidents of the Association and Hall of Fame members who have retired from active coaching shall become automatically eligible.
- (b) Privileges for honorary members shall be the same as active members. Honorary member shall not pay any dues or fees.

Section 2 – Roster: the Treasurer of the OHSGCA shall maintain a roster of membership. Said roster shall include the member’s name, school, and district.

**ARTICLE #4 – DUES**

Section 1 – Amount of the annual dues will be established by a vote of the Executive Board of the Association.

Section 2 - The task of collecting the annual dues shall be determined by the Treasurer of the Association or the designated representative of the Association.

Section 3 – Dues shall be paid by the date established by the Executive Board of the Association.

Section 4 – Dues for all board members of the association shall be waived.

## **ARTICLE #5 – MEMBERSHIP SUSPENSION**

### Section 1 – Reasons

- (1) Nonpayment of annual dues by established date.
- (2) Receipt of letter from the President to the member notifying him/her that the Executive Board of the Association recommends suspension by the OHSAA. (See OHSAA policy Handbook)
- (3) Flagrant violation of the Rules of Golf of the USGA, rules of this Association, or rules established by the OHSAA/OHSGCA.
- (4) Past president that misses two consecutive Executive Committee meetings loses voting privileges

Section 2 - Suspended Member: A suspended member shall forfeit all rights and privileges of membership.

Section 3 - Reinstatement: A suspended member may be reinstated if the USGA, OHSAA or the OHSGCA lifted all sanctions against the suspended member.

## **ARTICLE #6 – MEETINGS**

Section 1 - Meeting Rules: All meetings shall be governed by the procedures established by “Robert’s Rules of Order”

Section 2 - Number: the Executive Board of the Association shall establish the number of meetings.

Section 3 - Time and Place: 10 AM. The second Wednesday of November at the OHSAA office. Unless changed to accommodate the assistant commissioner’s schedule or OHSAA’s designee’s schedule.

Section 4 - Quorum: A quorum shall consist of one half plus one of the total invited memberships to said meeting at the time and date of the meeting.

Section 5 - Voting: All active and honorary members shall be eligible to vote. The presiding officer shall determine the method used.

Section 6 - Order of Business: The order of business at each meeting may consist of any of the following functions, but should not be limited to these activities: Roll Call, reading and entering of minutes of previous meetings not already entered Treasurer’s report, Presidents report, committee reports, old business, new business, and announcements.

Section 7 - Spring Clinic: The OHSGCA will conduct an annual clinic on the first Sunday/Monday in May. The format will include, but not limited to, a business meeting, including review of all previous association business conducted since the last Spring Clinic, teaching, instructional, and rules information.

## **ARTICLE #7 – OFFICERS**

The elected officers of the OHSGCA are the President and the Vice President/President elect. The Executive Board of the Association appoints the Treasurer and Clinic Organizer. The Treasurer and Clinic Organizer, due to the requirements and duties of this position, should reside near or in the area of Columbus and will receive a stipend equivalent to the duties of position decided by the executive board.

Section 1 – President: Duties shall include but not limited to:

1. Preside over all meetings of the Association and Executive Board. Represent the Association at meetings of state or national leaders.
2. Coordinate communication with other associations and organizations.
3. Represent the best interest of the OHSGCA and junior golf first and foremost.
4. Serve as a liaison from the OHSGCA to the OHSAA.
5. Represent or secure an alternate representative to the OHSAA Board of Control meetings.
6. Present recommendations from the Executive Board of the Association to the OHSAA and its Board of Control at the proper time and date.
7. Work at the State Tournament. (Rules, Starter, Ranger, Score Board, etc.)
8. Announce non-member schools at the “coaches meeting” prior to the beginning of play (Thursday) of the State Tournament.
9. Present awards to the “First” and “Second” team All-State golfers at the conclusion of the State Tournament.

Section 2 - Vice President/President Elect: Duties shall include:

1. Assist the President in any business involving the Association
2. Serve as a “recorder” at any meeting of the Association.
3. Represent the best interest of the OHSGCA and junior golf first and foremost.
4. Shall guarantee all Executive Board minutes are communicated to all members of the Executive Board.
5. Shall be responsible for additions and deletions to the constitution as approved by the membership.
6. Shall serve as a substitute for the President, if needed.
7. Work at the State Tournament, if possible.

Section 3 - Treasurer: Duties shall include but not be limited to:

1. Supervise all financial activities.
2. Maintain a record of membership for the Association.
3. Maintain a record of meeting dates of general membership and the Executive Board of the Association.
4. Supervise and ensure the web site is kept current.
5. Supervise the mailings of Association business.
6. Collection of all dues and fees.
7. Supervise the payment of all debts involving the Association.
8. Present and submit a Treasurer’s report of revenues and expenses for the year ending at the Fall, Association Executive Board meeting.
9. Represent the best interest of the OHSGCA and junior golf first and foremost.
10. Shall present to the President a list of non-member schools on Thursday, prior to the coaches meeting of each State Tournament.
11. Order and ensure payment of bag tags and plaques for all the State Golf Tournaments and make sure they are available at the State Tournament.
12. Receive from the Vice President/President Elect the minutes of the Executive Board meetings and post these minutes on the web site for all members of the Association.
13. Work with the Executive Board of the Association to establish a yearly budget.
14. Shall communicate with the President on all financial matters.
15. Shall work closely with the Clinic Organizer to make sure the Clinic is conducted in a sound and reasonable financial manner.
16. Shall secure a gift—on behalf of the OHSGCA—to be presented to the outgoing President at the end of his term of office.
17. Serve as an official, if possible, at the State Tournament.
18. Recommend to the Executive Board as to the dues for the upcoming year.

19. Treasurer should consider being bonded.

Section 4 - Clinic Organizer: Duties shall include but not limited to:

1. Develop and organize the Spring Clinic as outlined in ARTICLE #6, Section 7.
2. Develop a clinic program, agenda and timetable (dates, time, speakers, awards, etc).
3. Make contact, agree on their fee and secure, if necessary with a contract, the speakers, clinicians and or presenters for the Clinic. Notify the Treasurer of these expenses.
4. Establish a budget for the speakers, clinicians, and presenters.
5. Secure the necessary facilities for the Clinic and notify the Treasurer of the cost.
6. Make sure all facilities and equipment (audio, video, computer, projectors, and any other special needs or requests.) is available. If expenses are involved submit to the Treasurer for immediate payment.
7. Notify the Treasurer and President in a timely manner when the clinic program is set.
8. Work with the Treasurer to prepare the clinic application form for mailings and web site.
9. Work closely with the Treasurer to ensure the Clinic is conducted in a sound and reasonable financial manner.

Section 5 – Hall of Fame: Duties shall include but not limited to:

1. Develop and update the form for nominations. Submit the form to the web site and distribute to the district representatives.
2. Establish a deadline date (March 1) for all forms to be submitted.
3. Along with the President decide which candidates meet the established criteria for the Hall of Fame.
4. Attend all Executive Board meetings.
5. Accept the applications for the OHSAA Sportsmanship Award and notify the office of the OHSAA. OHSAA supplies the plaques.
6. Purchase the Hall of Fame plaques and send bill to the Treasurer for immediate payment.

Section 6 - District Representative: Duties shall include but not limited to:

1. Assist the Association in any business areas when requested.
2. Represent the District and the divisions they serve by presenting any business from that body.
3. Preside or assist the presiding officer over the voting meetings of the divisions in the District.
4. Shall be selected by the members of the District association in which their school resides.
5. Represent the best interest of OHSGCA and junior golf first and foremost.

Section 7 - Region Representative:

A girl's representative will be appointed by the President to represent the Girl's in these regions of the state--**NORTHWEST, NORTHEAST, CENTRAL** (composed of east, southeast and central), **SOUTHWEST**. These representatives will serve at the discretion of the President. These representatives will have to gather information from the district representatives that are in their region.

Section 8 – Open Appointee:

The president shall have the right to select four (4) representative to serve on the Executive Board of the Association. These selections are to geographically balance the representation on the Executive Board. These representatives will serve at the discretion of the President

Section 9 – Term of Office:

The President and Vice President/President Elect shall serve a term of two (2) years—not to exceed two consecutive terms.

Election to these offices shall be held in the voting meeting of odd numbered years.

The Executive Board shall conduct nominations at the Spring Executive Board meeting. At the business meeting the Past President will conduct the election of officers and voting shall take place at that meeting.

Section 10 – Resignation / unfulfilled term of office:

Term of office for President and Vice President/President Elect is two years with election held in the odd years.

The Executive Board appoints Treasurer and Clinic Organizer.

Non-expired term period is from the time of resignation/vacating of position until the next scheduled odd year election.

1. Vacancy of the President

The Vice President/President Elect will assume the duties of the President for the remainder of the term. For continuity, the now vacant Vice President position will be assumed for the interim by the immediate active, available and willing Past President (proceeding from last to first in order of presidential terms). The Executive Board shall nominate a new Vice President/President elect at the next regularly scheduled Executive Board meeting. The approval vote will be a simple majority and election for the non-expired term of office will be at the next Spring Business meeting. If the Vice President/President Elect does not want to assume the duties of the President then the procedure of part 3 (written below) will be followed.

2. Vacancy of the Vice President/President Elect

For continuity of OHSGCA business, the vacancy will be filled for the interim—until the next Executive Board meeting—by the immediate active, available and willing Past President (proceeding from last to first in order of presidential terms). The President and or the Executive Board shall nominate a person to fill for the remainder of the non-expired term and be voted on at the next regularly scheduled Executive Board meeting. The approval vote will be a simple majority and the election for the non-expired term of office will be at the next Spring Business meeting.

3. Vacancies at the same time, of both the President and Vice President/President Elect

These vacancies, for the continuity of OHSGCA business will be filled for the interim—until the next Executive Board meeting—by the most recent active, available and willing Past Presidents, (proceeding from last to first in order of presidential terms). They will assume the duties of President and Vice President until the next regularly scheduled Executive Board meeting. The Executive Board at the next regularly scheduled meeting will nominate candidates for President and Vice President/President Elect for election to the non-expired term of office at the next Spring Business meeting.

4. Vacancy of Treasurer

For the interim, and continuity of OHSGCA business, the President and the most recent active, available and willing Past President (proceeding from last to first in order of presidential term) will assume the duties of Treasurer. They will share the duties and responsibilities of the office of Treasurer until the next regularly scheduled Executive Board meeting. At this meeting, the Executive Board will appoint a Treasurer to assume the duties of this position.

5. Vacancy of Clinic Organizer

This vacancy, for continuity of OHSGCA business, will be assumed for the interim by the President, the Vice President/President Elect and the Treasurer. The immediate active, available and willing Past President, (proceeding from last to first in order of presidential

terms), may also work with these officers to complete the duties of this position. They will share these duties and responsibilities of this position until the next regularly scheduled Executive Board meeting. At this regularly scheduled meeting, the Executive Board will appoint a Clinic Organizer to assume the duties of this position.

6. Vacancies that cannot be filled with preceding options.  
Vacancies not covered by this document will be appointed by the Executive Board at a meeting called by the OHSAA administrator or designee.

Section 11 - The officers of the Association (OHSGCA), specifically the President, Vice President/President elect, Treasurer, Clinic Organizer, during their term of office to the Association, shall not hold office in a District Golf Coaches Association. Effective December 1, 2006.

## **ARTICLE #8 – EXECUTIVE BOARD OF THE ASSOCIATION**

### Section 1 - Members:

The membership of the Executive Board shall consist of the elected officers of the Association and past presidents who decide to continue serving the board (provided that their membership has not been suspended). See Article #5, section 1, part 4. The Executive Board will also include— Treasurer, District Representative, Region Representative, Open Appointee, Clinic Organizer and the Hall of Fame Chairman. The Executive Board may choose to add additional members as is needed to complete the Association business.

### Section 2 – Duties: Duties shall include but not limited to:

1. Attend meetings at times other than the regular membership.
2. Represent the best interest of the OHSGCA and junior golf first and foremost.
3. Communicate to those whom they represent and the results of the Executive Board meetings.
4. Make recommendations for improvement of the Association and junior golf.
5. Make recommendations of rule changes to the OHSAA and its Board of Control through the Executive Board meetings.
6. Voting members of the Executive Board will be Vice President/President elect, Treasurer, Hall of Fame, Clinic Organizer, District Representatives, Regional Representatives, Open Appointees and Past Presidents. (Past Presidents must be in good standing—Article#5, section 1, part 4.)

## **ARTICLE #9 – AWARDS**

### Section 1 - All-Ohio Honors

PLAYERS: Each division shall select a first and second team, which shall consist of five members and all ties at that level from the play at the State Championship.

1. Each division shall also recognize a Medalist or co-medalist, Runner-up Medalist for each division at the State Championship. If there is co-medalist there will be no runner-up medal.
2. Only players of member schools teams shall be eligible for All-Ohio honors. A member team shall be defined as a school whose head coach of that particular individual is a member in good standing as defined by Article #3 of this constitution.

(Note: coaches may join after September 1, but must pay a fee equal to the clinic fee as a late penalty)

Section 2 – Special Awards: Guidelines

Phil Allen Academic All-Ohio: Senior Letter Winners with a Grade Point Average of a designated level of 3.25/4.00 or above shall be awarded this honor. Only member school teams shall be eligible. Completion of entry by the member coach may be required to obtain this honor. A validation of the GPA signed by the principal or guidance counselor should be presented at the District meeting.

Eligibility: All active members are eligible.

Hall of Fame—nomination forms available on the OHSGCA web site. The nomination forms should be submitted to your District Representative for research and evaluation. The District Representative must submit the best candidate's form to the Hall of Fame officer before March 1. Qualifications are listed on the form. Ex. Number of years a member of OHSGCA, years coached, coaching record, etc. Statewide there will be maximum three inductees a year with a maximum of one per district. There will be a rotation of districts around the state for some districts might not have a candidate. This award is presented at the Spring Clinic.

George Valentine Award— award is to honor an individual for lifetime accomplishments, service, and the promotion of Junior Golf.

1. Member of OHSGCA for minimum of 15 years.
2. Must have gone above and beyond in service to the association. Example--but not limited to--member of OHSGCA executive committee, district association officer, OHSAA tourney manager, or a sectional, district, or state official. Individual has been a junior golf tournament organizer, manager or official.

\*Nomination forms to be sent to OHSGCA President before December 31. The President, the immediate Past President and a member of the Valentine family or their Designee will select the person to receive this award by January 14 and will be presented at the Spring Clinic.

\*\*If members of Valentine family decline and have no designee then the President and available Past Presidents will select the person to receive this award.

Distinguished Service Award - this award is on a District rotational basis around the state. The District Representative will inform the District President when it is their Districts time to have a person for this award.

1. Person or persons of the District that is not a coach but is a promoter and supporter for the advancement of Junior Golf.
2. Name must be presented to the District President by March 1 and he will inform the President of the OHSGCA with the name of the honoree. This award will be presented at the Spring Clinic.

Sportsmanship, Ethics, and Integrity Award - this award is sponsored and presented by the OHSAA at the Spring Clinic. There is one award for a girls coach and one for a boys coach and will rotate by District around the state. In the rotation, the coaches are never from the same district but from different districts as to cover the state in a balanced manner.

1. The District Representative must notify the District President when it is their Districts time to have a person for this award.
2. The name must be submitted to the District President by March 1.
3. The District President must notify the OHSGCA President with the name of their selection by March 31.

Rotation – All Rotations will follow this sequence--NE, E, SE, SW, C, NW.

Girls will always be one District ahead of the Boys. Ex. Girls=SW, Boys=SE

Appointees and Sportmanship Integrity Awards will also follow the rotation.

Section 3 - Awards shall be provided as finances allow. The Executive Board shall determine the available funds for awards.

Section 4 - Other Award or Honors may be created with the approval of the Executive Board.

#### **ARTICLE #10 – AMENDMENT PROCESS**

Section 1 – Proposal Process: Any active member may propose a change in rule by submitting the proposal to any Executive Board member in writing. The proposal will then be discussed and voted on at the next Executive Board meeting and if approved, a proposal will be prepared for submission to the association for vote at the spring business meeting.

Section 2 – Adoption: The proposal will be submitted to the association membership for discussion and vote. Any amendment to this document shall be approved by a two-thirds (2/3) vote of the membership present at the spring business meeting.

Section 3 – Amendment Record: The Vice President/President elect shall be responsible for any additions (new amendments) or deletions to this constitution as directed by the executive committee.

Approved at business meeting 2016