

Rocky Mountain Golf Course Superintendents Association

STANDING OPERATING PROCEDURES

AND

MEMBERSHIP STANDING RULES

The following Standard Operating Procedures (SOPs) and Standing Rules for the RMGCSA Board of Directors and membership have been revised and adopted **November 13, 2013**.

The Standard Operating Procedures (SOPs) are guidelines for which the Board of Directors will operate.

The Standing Rules for the RMGCSA membership are a guide for participation in the Association and also a guideline for members to understand the Operating Procedures of the Association.

Roberts Rules of Order will be adhered to at all meetings.

Original SOPs adopted 10/95

Revised and Adopted 10/15/2001

Revised and Adopted 11/09/2006

Revised and Adopted 11/13/2013

TABLE OF CONTENTS

Principles of Management.....	3
General Procedures.....	4
• Committee Relations	4
• Duties and Responsibilities	5
Required of a member.....	5
Board of Directors - procedures.....	7
Association President.....	9
Association Vice-President.....	10
Association Secretary.....	11
Association Treasurer.....	12
Association Immediate Past President.....	13
Executive Director.....	13
• Membership Standing Rules.....	15
Standard Operating Procedures for: (in alphabetical order)	
♦ Affiliate Liaison.....	18
♦ Annual Meeting.....	19
♦ Awards.....	20
• Colorado Golf Hall of Fame.....	21
• Henry Hughes.....	22
• Honorary Lifetime Membership.....	23
• Turf Professional of the Year and Distinguished Service Award.....	24
• Past Presidents Plaque and Pin.....	26
♦ Bylaws.....	27
♦ Chapter Voting Delegate Travel.....	28
♦ Education Committee.....	29
♦ Employment Referral Service - ERS.....	30
♦ Government Relations Committee.....	31
♦ Foundation.....	32
♦ GCSAA (Golf Course Superintendents Association of America).....	33
♦ Golf.....	34
♦ Government Relations Committee.....	36
♦ Historian.....	37
♦ Membership - Limited Budget Outreach.....	38
♦ Membership.....	39
♦ National Campaign.....	41
♦ Nominations.....	42
♦ Past Presidents Council.....	43
♦ Presidential Travel.....	44
♦ Public Relations.....	45
♦ Reporter.....	46
♦ Research.....	47
♦ Scholarship.....	48
♦ Special Events.....	49
♦ Strategic Planning.....	50
♦ Student Internship.....	51
♦ Web Strategy.....	52

PRINCIPLES OF MANAGEMENT

POLICIES: are general guidelines for decision making.

PROCEDURES: are guides to action which specify in detail the manner in which activities are to be performed. They tend to be narrower in scope than policies and are often intended to be used in implementing policies.

RULES: are statements of actions that must be taken or not taken in a given situation. Rules serve as guidelines to behavior.

* * * * *

GENERAL PROCEDURES

Committee Relations

LEVELS BELOW:

Committee

 Sub-Committee

 Sub-Committee of Sub-Committee

EXECUTIVE COMMITTEE

Budget

Strategic Planning

GCSAA

Bylaws, Standing Rules and Ethics

 Rules of Conduct

Foundation

 Scholarships

 Research

Annual Meeting

Past Presidents Council

Nominating

 RMGCSA Board

 National Candidate

MEMBERSHIP COMMITTEE

The Reporter

Membership

Job Bank

Historian

Student Internship Program

Limited Outreach Program

EDUCATIONAL COMMITTEE

Golf

Education, Meetings and Events

 GCSAA Meetings

 Regional Conference

 Annual Conference

Special Events

PUBLIC RELATIONS COMMITTEE

Awards

 Colorado Hall of Fame

 Honorary Lifetime Member

 Environmental Leadership for GCSAA

 DSA/GCSAA

 DSA & TPY (RMRTA)

 Superintendents Award

Government Relations

Web Page

National Campaign

DUTIES AND RESPONSIBILITIES

Required of a Member

The Board of Directors is responsible for mobilizing the resources of the association to achieve association objectives. It is the function of the Board to see that the talents and energies of members are enlisted in association committees, that program objectives are assigned to committees and that the responsibility and authority of committees are clearly defined.

The Board of Directors is the policy-forming portion of the association. It authorizes the organization's program of work, approves its budget, receives and acts upon committee recommendations, and directs the general operations of the association.

Members of the Board of Directors must not only recognize the democratic character of the organization, but also believe strongly in voluntary cooperative judgment of interested members on association problems. They must recognize the unique problem-solving power that is created when the time and talents of the members are mobilized to action through their association.

Members of the Board of Directors are delegated the very real responsibility for representing the entire association's membership in advancing the cause of the golf course superintendent. While the Board of Directors is expected to be cognizant of regional problems or special interest groups within the association, its prime responsibility is to the membership as a whole.

Members of the Board of Directors are not expected to "do all the thinking" for the organization. It is their responsibility to maintain close contact with members and with other leaders in the industry. Such contacts provide a sound basis for identifying the most important needs of the golf turf maintenance profession, for determining the specific objectives toward which the association should work and for developing a program of activities that will develop maximum progress in attaining the established goals of the membership.

The RMGCSA Bylaws charge the association President with the responsibility of appointing the various committees necessary to carry on the work of the association. Whenever possible, the President will appoint a member of the Board of Directors as chairman of or liaison to an association committee in order that a close relationship between the committee and the Board of Directors is maintained. By the same token, this liaison works in the other direction, serving to stimulate and maintain the drive necessary to accomplish committee objectives.

Many occasions arise when a member of the Board of Directors must serve as official or unofficial spokesman. This responsibility requires the exercise of careful judgement, because a director's own personal views sometimes differ from policies or official positions adopted by the association. In such cases, of course, the director must use great care not to express personal views as representing the views of the association or in a manner in which his/her views might be misinterpreted as representing the views of the association.

DUTIES AND RESPONSIBILITIES

Required of a Member

Continued

During the term of office, each Board member may expect to encounter criticism of the Board of Directors of the Association. The Board member has an obligation to defend the Association against such criticism or, if the criticism is justified, to initiate action that may eliminate the cause of the criticism. A board member can frequently make a distinct contribution to the advancement of the association. Members of the board of Directors serve their association without pay. They are also required to attend all board meetings and the annual meeting.

In summary, the function of the Board of Directors and its members is to represent the interest of Association members as well as the interest of golf, in general, in a positive program of professional development. They must determine basic policy, set the general course of organization procedure, utilize the association's manpower, make best use of all Association resources, appraise results of all actions and inspire continuing action.

BOARD OF DIRECTORS

Procedures

Board of Director meetings are presided over by the President. A strict adherence to Roberts Rules of Order is maintained. The Executive Director will take minutes of the meeting and reproduce them after the RMGCSA Secretary accepts them.

Most motions require a majority of votes cast for passage. Some special motions carry other requirements for passage and are defined in Roberts Rules of Order.

Any Director may make motions on any subject. There is no requirement that you have to be a committee chairman in an area to make a motion in that area.

Free and open discussion is encouraged.

Prior to each Board of Directors meeting, an agenda is established under the direct supervision of the President. This agenda is the "road map" that will be used in the conduct of the meetings.

Although agenda items may be added at the meeting, it is much more orderly to bring these items to the attention of the President before the agenda is prepared.

It is vital to the orderly progress of the Board of Director meetings that reports, unfinished business items and new business items are submitted in acceptable formats.

The following is the order that regular Board of Director meetings of The Rocky Mountain Golf Course Superintendents Association will follow.

I) Order of Business

1. Meeting is called to order
2. Response to roll call
3. Approval of the minutes of the previous meeting
4. Communications
5. Reports of Officers
6. Reports of Committees
7. Unfinished business
8. New business
9. Adjournment

II) Premise

1. Committee reports - these reports are summary reports only. No action should be taken or need to be taken on them at the time of presentation other than receiving them or correcting them. They should contain no recommendations. These reports should only indicate the activity of the committee. Each report should be signed and dated.
2. Unfinished Business - when a committee has been assigned the responsibility for an item of unfinished business, a second report will be made which directs itself specifically to the item of unfinished business. The format of the report should be as follows:

- a. Background - a short statement indicating why this item remains under unfinished business.
 - b. Task or Assignment - give an explanation of what the committee's charge was as related to the item under unfinished business
 - c. Action taken - explain what actions the committee took towards solving the problem or acquiring information.
 - d. Recommendations - these recommendations should indicate the actions that the committee desires the Board of Directors to take. These should be in the form of a motion and be in writing in the report.
 - e. Discussion - present supportive data as to why the committee feels their recommendation is appropriate. Both positive and negative comments should be indicated so that those reading the report can be aware of both sides of the discussion.
3. New Business - If any Director wants to bring an item of new business before the meeting, they should make a separate report in the following format:
- a. Background - a short statement indicating why this item is under new business.
 - b. Task or Assignment - give an explanation of what the committee's charge is as related to the item under new business
 - c. Action taken - explain what actions the committee will take towards solving the problem or acquiring information.
 - d. Recommendations - these recommendations should indicate the actions that the committee desires the Board of Directors to take. These should be in the form of a motion and be in writing in the report.
 - e. Discussion - present supportive data as to why the committee feels their recommendation is appropriate. Both positive and negative comments should be indicated so that those reading the report can be aware of both sides of the discussion.

III) Implementation of Procedures

1. Do not refer committee reports to unfinished business or to new business. Committee reports should not include any items that call for action.
2. Speak to motions only. There should be no discussion at the meeting if there is not a motion on the floor. Further, any discussion should pertain to the motion.
3. No negative motions. All motions should be presented positively as the purpose of your making a motion is to get it onto the floor for discussion. If you do not want to do what the motion says, vote against it. This way voting positively on a negative motion confuses no one.

ASSOCIATION PRESIDENT

STANDARD OPERATING PROCEDURES

PURPOSE

The President shall be the Chief Executive Officer of the Association, performing any and all duties under the Bylaws that are incident to the office of President, including general supervision and management of Association business.

IMPLEMENTATION

1. The President shall preside at all meetings of the Association and of the Board of Directors.
2. The President shall call all special meetings of the Association and the Board of Directors.
3. The President shall enforce all rules and regulations of the Association.
4. With the consent and approval of the Board of Directors, the President shall appoint a Director to chair each of the standing committees and shall be a member ex-officio of all such committees.
5. The President shall make a report to the Association at its Annual Meeting.
6. The President shall sign all written contracts, documents, obligations and instruments of the Association along with the Secretary or the Executive Director.
7. The President shall perform all other duties as properly may be required by the Board of Directors.
8. In the spirit of furthering Allied Relations in the golf industry, the President will call or write the Pro, General Manager and/or Director of Golf and invite them to participate in the monthly golf meetings.
9. After each golf meeting, the President will send a thank you note/letter to those mentioned above and acknowledge/thank them for the event.

ASSOCIATION VICE-PRESIDENT

STANDARD OPERATING PROCEDURES

PURPOSE

In the absence of the President, the Vice-President shall perform all of his duties and if the office of the President should become vacant, the Vice-President shall hold the office of President until the next election. The Vice-President by virtue of his office shall attend all meetings of the Board of Directors.

IMPLEMENTATION

1. The Vice President has the responsibility of sitting as Technical Editor of the Association newsletter.
2. The Vice-President performs any other duties assigned by the President.
3. The Vice-President will host the Annual Past Presidents tournament.
4. Conduct an annual performance review of the Executive Director by September to determine subsequent contracts.
6. Responsible for acquiring advertising dollars for the Reporter, Directory/mobile application, and the RMGCSA website.
8. Responsible for setting up the planning session for new and returning board members at their facility after annual meeting.

ASSOCIATION SECRETARY

STANDARD OPERATING PROCEDURES

PURPOSE

The Secretary shall review all written contracts, documents, obligations or instruments as may be required as an Officer of the Association and sign where necessary.

The Secretary shall conduct or cause to be conducted all official correspondence deemed necessary by the Board of Directors on behalf of the Association. Such correspondence shall be properly preserved and filed until otherwise disposed of by the Board of Directors.

IMPLEMENTATION

- a) Writes any correspondence deemed necessary by the Board. Current staff charge.
- b) Takes minutes at all Association meetings and Board of Directors meetings, in the absence of the Executive Director.
- c) Takes minutes and credentials at the Annual Meeting and verbally recounts the minutes from the previous year's Annual Meeting. Current staff charge.
- d) Responsible for the ballot count at the election of officers and directors at the Annual Meeting of the membership.
- e) Filing all necessary documents with the State of Colorado's Secretary of State to ensure the continuance of the Association as a non-profit corporation. Current staff charge.
- f) As a member of the Executive Committee, the secretary is responsible for participating in all matters that come before the Executive committee.
- h) Give final notice to members on their membership being delinquent or dropped. Current staff charge.

ASSOCIATION TREASURER

STANDARD OPERATING PROCEDURES

OVERVIEW: To provide a financial framework for the operations of the Association, an annual operating budget will be prepared for Board approval. Monthly financials will also reflect the budget so that Board members may evaluate operating variances. This information will aid the Board in making financial decisions.

PURPOSE

The Treasurer shall serve as the Association's Chief Financial Officer.

The current Treasurer and the Executive Director have the power of "Signature" on behalf of the Association. The Treasurer will receive and review all financial statements presented by the Executive Director and can review all underlying documents and statistics as he deems necessary.

IMPLEMENTATION

- A. Submit an annual budget to the Board of Directors for approval in December. Current staff charge.
 - 1. Solicit Board of Director and Committee Chairmen input throughout October and November.
 - 2. Work with the Executive Director, Executive Committee and Committee Chairmen to formulate a proposed budget.
 - 3. Present a draft to the Board of Directors utilizing input and historical data.
 - 4. Present final budget for Board approval before December 31st.
- B. Oversee the preparation of monthly financial statements, which details all Association income and expenses noting any special details. Present the financials at Board of Directors meetings for approval. Current staff charge.
 - 1. Statements should detail Association's income, expenses, transactions and assets noting any special details.
- C. Supervise payment of all Association bills and expenses in a timely manner. Current staff charge.
- D. Review accounts receivable and recommend needed action to the Board. Current staff charge.
- E. Recommend to the board any need for revising the chart of accounts to be used. Current staff charge.
- F. Recommend to the Board any procedures needed to track actual income and expenses relative to the approved budget. Current staff charge.
- G. Manage all Association current and future investment accounts. Current staff charge.
 - 1. Capital One Account.
 - 2. Report progress of investment accounts each month as part of financial statement.
 - 3. Determine the need for transfers to and from the Associations checking account.
 - 4. Determine the need to further segregate funds and/or open additional accounts.
- H. Oversee and review tax preparation both quarterly and annually. Current staff charge.
- I. Recommend to the Board the level of review of financial records (i.e. Treasurer's Review, Board Committee Review or Independent audit). Current staff charge.
- J. Historical Documentation. Current staff charge.
 - 1. Assure the preservation of Association's financial records.
 - 2. Review and develop procedures to maintain of at least seven years financial records.

ASSOCIATION IMMEDIATE PAST PRESIDENT

STANDARD OPERATING PROCEDURES

PURPOSE

The immediate Past President shall reside on the board as a member of the executive committee. This position has all voting privileges and works with the president and other members of the executive committee to handle issues that arise. The immediate past president by virtue of his office shall attend all meetings of the Board of Directors. In addition, the immediate past president shall reside as a board member of the Golf Foundation of Colorado to act as a bridge between this board and the Foundation to ensure proper communication between the 2 entities.

IMPLEMENTATION

1. The immediate Past-President has the responsibility of sitting as a member of the executive committee.
2. The immediate Past-President performs any other duties assigned by the President.
3. The immediate Past-President works with the Executive Director to help organize/secure an appropriate venue to hold the annual Chapter hospitality event at the Golf Industry Show.
4. Work with the Affiliate members to secure sponsorship for the hosting of the annual Chapter hospitality event.

Conduct an annual performance review of the Executive Director by September to determine subsequent contracts.

Responsible for selecting the date and venue for the Chapter hospitality function at the GCSAA National Convention.

EXECUTIVE DIRECTOR

STANDARD OPERATING PROCEDURE

OVERVIEW: To assist the Board and Membership in communication, information dissemination, and financial control.

RESPONSIBILITIES: The following is a list of responsibilities that are performed by this position:

NATURE OF WORK:

Plan, organize, direct and carry out all administrative duties for programs, activities and daily operations of the RMGCSA chapter. (501(c)(6) Not for Profit organization.)

SUPERVISION RECEIVED/EXERCISED:

Works under the supervision of the RMGCSA Executive Committee. Works as a non-voting member of the Board of Directors. Provides information and assistance to the general membership.

Job duties of the Executive Director to the RMGCSA include but are not limited to:

ESSENTIAL DUTIES:

1. Communicates with the Board of Directors essential aspects of operating the Association. Executes all decisions of the Board as directed.
2. Plans, formulates and recommends to the Board ideas or programs that will enhance the goals and operations of the RMGCSA.
3. Executes decisions of the Executive Committee. Keeps Executive Committee fully informed on the conditions and operations of the RMGCSA Association.
4. Organizes, produces and distributes agendas, attends, records and distributes minutes and reports for all Board meetings.
5. Plans, promotes and administrates all official meetings of the Association. Attends monthly meetings, finalizes all speaker and meeting venue details, handles registration, takes attendance and minutes, collects appropriate monies.
6. Assists in membership promotion and renewal programs. Maintains all membership records according to established guidelines, distributes invoices, collects and deposits monies. Terminates delinquent members.
7. Design, layout, edits, produces and distributes annual RMGCSA Membership Directory and Employment Referral Service (ERS) bulletins.
8. Responsible for submitting annual reporting documents to maintain legal association requirements at local state and national levels. Prepares and sends tax documents.

9. Helps develop and prepares annual budget and provides monthly updates and monthly expenditure reports.
10. Maintains all financial records and accounts payable, accounts receivables, collects monies, reconciles bank account and money market fund, pays bills. Provides monthly financial reports to the Board of Directors. Monthly financials should be submitted to the Treasurer and the Board by the 20th of the following month.
11. Edits and produces, writes and solicits articles, organizes layout and design, secures advertising, invoices and pays bills, provides and inserts photographs associated with publishing a 12 page chapter newsletter (Reporter) eight times per year to be distributed on the first of the month
12. Works with public relations committee. Corresponds with appropriate allied associations. Maintains effective relationships with local, regional and national golf organizations and the media. Assists with chapter public relations
13. Attends GCSAA annual conference. Organizes and coordinates hospitality event and chapter hotel block. Attends educational programs relating to chapter management while at conference.
14. Attends GCSAA executive director meetings in Lawrence, KS
15. Provides security for all legal and historical files and documents
16. Maintains the RMGCSA web site
17. Prepares and submits all annual documentation required to maintain affiliation with GCSAA.
18. Responds to member requests on a daily basis

OTHER DUTIES AND RESPONSIBILITIES:

1. Acts as Chapter Parliamentarian at official Association meetings and as assistant to the Chapter Historian, acts as Association photographer at all events.
2. Coordinates seminars, educational meetings, and assists with any reporting necessary for ongoing member accreditation requirements.
3. Completes special projects and performs related duties as per contract.

RMGCSA

STANDING RULES

The Standing Rules for the RMGCSA membership are a guide for participation in the Association and also a guideline for members to understand the rules of the Association.

BOARD OF DIRECTORS

- ◆ The RMGCSA Board of Directors will consists of 9 voting members plus the Executive Director and two Class Af members, who serve in non-voting advisory capacities to the Board.
- ◆ Board members will automatically be listed as having regular monthly meeting reservations. If attendance is not possible, cancellation is required.

EXECUTIVE DIRECTOR

- ◆ The Board of Directors may select an Executive Director to perform services for the Association.
- ◆ Scope of services and remuneration for management services shall be outlined in a written agreement, which shall be approved by the Board of Directors.

MEETINGS

- ◆ Members who secure meeting reservations and do not attend will be assessed costs and a penalty unless a stated emergency.
- ◆ Appropriate dress for meetings and events shall be determined by the host superintendent or club if different from the adopted dress code that follows:
- ◆ Dress Code: Appropriate Golf Attire, e.g. golf shirts, golf slacks and golf shoes with alternative spikes are required for Association golf events. T-shirts, sweatshirts, tank tops, inappropriate shorts, jeans, tennis shoes, boots and sandals are not permitted. Members may be denied golf privileges for violation of dress regulations.
- ◆ The President shall invite Past Presidents and current Board members to the Past Presidents tournament. The Board of Directors may appropriate funds for expenses for said meeting.
- ◆ The Annual meeting of the Association shall be held at the club of the outgoing President during the fourth quarter of the year. Election of Directors and Officers will

take place at this meeting. Jacket and tie will be the standard dress for this business meeting.

MEMBERSHIP DUES /ACCOUNTS RECEIVABLE

- ◆ Invoices for dues shall be sent annually. Members who fail to pay their dues within the payment period shall be notified by the Secretary of their membership termination with a letter stating the reason for termination at least 30 days prior to the termination date.

Accounts Receivable will implement the following procedure:

- 1) The first invoice will be sent out upon completion of service.
 - 2) After 30 days or the first of the month (which is closer) a second invoice will be sent with 1-1/2 % interest per month plus a penalty if applicable.
 - 3) Invoices will continue to be sent and posted with penalties the first of each month billing accumulative interest.
- ◆ Dues for new members joining after June 30 of any year shall be pro-rated in the second year to one-half of the annual dues for the appropriate membership class.
 - ◆ Payment for all Association meetings and events are due in to the office by the reservation deadline posted. That includes faxed and e-mail reservations or reservations by phone, if taken. The member may present a check the day of the function without penalty, however, if member is still unpaid upon completion of meeting and a bill is sent out of the Association office, a penalty will apply. All unfilled reservations will be billed and a penalty will apply. After 30 days or the first of the month (which is closer) a second invoice will be sent with 1-1/2 % interest per month. Invoices will continue to be sent and posted with penalties the first of each month billing accumulative interest.
 - ◆ Payment for all other Association charges i.e. ERS, Advertising, sponsorship are due within 30 days of the invoice. Additional penalties in an amount determined by the Board and interest may apply for late payments.
 - ◆ All members shall annually receive Association Bylaws, Standing Rules, Membership Directory, and membership card.

ROCKY MOUNTAIN REPORTER

- ◆ The Association Newsletter will be published and distributed on a regular basis to the members. Non-members are eligible to buy a subscription to the newsletter. Advertising will be sold to offset or fund the cost of the publication. The Board will set advertising rates.

EMPLOYMENT REFERRAL SERVICE (ERS)

- ◆ Golf/Turf oriented businesses may advertise position vacancies on the website for a nominal fee.

COMMITTEES

- ◆ Committee chairman shall annually review, before the Annual Meeting, and revise as necessary the Standard Operating Procedures for said Committee. Revisions to Standard Operating Procedures are to be presented in writing at the annual organizational meeting for Board approval.
- ◆ Complete records of all Committee activities shall be maintained and presented in writing at the Annual Meeting of the Association.

CONFLICT RESOLUTION

- ◆ Require a written description of the conflict from both parties.
- ◆ Correspondence will be evaluated by Board or other committee that includes Board members and Association Member.

AMENDMENTS

- ◆ Standing Rules may be amended at any time by a majority of the Board of Directors.

The Board of Directors of the Rocky Mountain Golf Course Superintendents Association hereby rescinds all pre-existing Standing Rules and adopts Standing Rules herein this 15th day of October 2001.

President

Vice-President

Secretary-Treasurer

AF LIAISON

STANDARD OPERATING PROCEDURES

COMPOSITION: There shall be two Affiliate members that sit as non-voting members of the Board. They should be appointed for two year terms in alternate years.

OBJECTIVES: The objective of the Class Af Liaison is to represent the Affiliate membership by sitting on the Board of Directors in a non-voting capacity.

POLICY:

- ◆ To advise the RMGCSA Board of Directors of the concerns and ideas of the Class Affiliate membership without bias.
- ◆ Disseminate pertinent information from the Board of Directors to the Class Affiliate membership when appropriate.
- ◆ To actively serve on committees when appointed and have committee chair involve them by either meeting with and discussing their upcoming assignments or by conference call.
- ◆ To promote the RMGCSA as a viable and beneficial organization to prospective new members.
- ◆ Have Affiliate member take on an active participation in the late and/or large receivables. This would put the Affiliate member in the trenches and be more able to report back to the Board some of the negatives that other Affiliates are thinking. Competitors can be assigned to other Board Members.
- ◆ Publish an article in the newsletter encouraging Affiliate members to use the Affiliate Board Member as a sounding board. We need to find out what companies are thinking and what better way then to have a "peer" do it.

CLASS C LIAISON

STANDARD OPERATING PROCEDURES

COMPOSITION: There shall be one ex-officio Class C member that sit as non-voting member of the Board. They should be appointed for a two year term.

OBJECTIVES: The objective of the Class C Liaison is to represent the Assistant Superintendent membership by sitting on the Board of Directors in a non-voting capacity.

POLICY:

- ◆ To advise the RMGCSA Board of Directors of the concerns and ideas of the Class C membership.
- ◆ Disseminate pertinent information from the Board of Directors to the Class C membership when appropriate.
- ◆ To actively serve on committees when appointed and have committee chair involve them by either meeting with and discussing their upcoming assignments or by conference call.
- ◆ To promote the RMGCSA as a viable and beneficial organization to prospective new members and eventual new Superintendents.
- ◆ Initiate/develop new events or programs to involve assistant superintendents.
- ◆ Publish an article in the newsletter encouraging Class C members to use the Board Member as a sounding board. We need to find out what assistants are thinking and what better way then to have a "peer" do it.
- ◆ Lay the foundation to be a future board member and to promote others to be involved with the RMGCSA.

ANNUAL MEETING & (TOURNAMENT OPTIONAL)

STANDARD OPERATING PROCEDURE

OBJECTIVES: The Annual Meeting shall be used to report and inform the members of the RMGCSA on the business, finance, and activities that have been carried out by the Board over the past year. There may also be a golf tournament in conjunction with the meeting.

POLICY: ARTICLE VII, SECTION 1.

There shall be an Annual Meeting of the Association during the fourth quarter of each year, unless otherwise ordered by the Board of Directors, at which meeting the transaction of business of this Association and election of officers will occur. As provided in ARTICLE VII only Class A and B and retired A and B members shall be eligible to vote at this meeting.

- ◆ The meeting shall be held at the club of the outgoing president. (RMGCSA standing rules, Sec 3, No 5)
- ◆ Complete records of all Committee activities shall be maintained and presented in writing at the Annual meeting of the Association. (Standing Rules Sec 7, No 2). These reports will be read into the record of the Association at this business meeting.
- ◆ Appropriate dress for this meeting shall be determined by the host superintendent or club.
- ◆ There may be a tournament scheduled in conjunction with this Annual Meeting at the direction of the host superintendent.
- ◆ The Chapter Team will be announced at the annual tournament.
- ◆ Awards, Plaques and Pins will be awarded at the Annual Meeting.

AWARDS

STANDARD OPERATING PROCEDURE

OVERVIEW: The awards committee will oversee the various awards recognized by the RMGCSA and will attend allied Association award ceremonies. Awards are as follows:

- Honorary Lifetime Membership
- Environmental Steward - GCSAA
- Colorado Golf Hall of Fame
- Turfgrass Professional of the Year
- Distinguished Service Award
- Past Presidents Plaque and Pin

The awards committee will consult with the Presidents appointed committee comprised of the Historian and long time members, who are qualified, to make such recommendations and assist the Committee on the various award nominations. The chairman will make recommendations on these various awards such as ceremony, plaque, pin, and presentation etc.

COMPOSITION: The Committee Chairman shall be appointed annually by the President.

AWARDS

COLORADO GOLF HALL OF FAME

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the responsibility of this committee to nominate an individual to be inducted into the Colorado Golf Hall of Fame. The committee members should also attend the Hall of Fame tournament and banquet.

OBJECTIVE: It shall be the objective of this committee to promote an individual who has excelled in "working within the game or on an administrative level to the officers and directors of the Colorado Golf Hall of Fame".

COMPOSITION: The chairman will be appointed by the President and will continue in place as requested for a number of years for continuity sake.

TERM: The Association Historian may choose to volunteer to continue with appointment for continuity.

MEETINGS: The Committee shall meet at the call of the Chairman.

RESPONSIBILITIES:

- A. Review and recommend in April, an individual to be inducted into the Colorado Golf Hall of Fame on a yearly basis if possible.
- B. Solicit the support of the membership by writing letters to the Colorado Golf Hall of Fame to assure the candidates nomination.
- C. The Association will be represented at the Colorado Golf Hall of Fame tournament by the Executive Committee or those selected to attend. The foursome will participate in the golf tournament and stay for the concluding awards banquet. The operating budget will cover this expense.

AWARDS

HENRY HUGHES AWARD

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the responsibility of this committee to nominate an individual for the Henry Hughes Award. Henry Hughes (1908 - 2001) was a founding member of the RMGCSA. He was a superintendent and golf architect. He was inducted into the Colorado Golf Hall of Fame in 1992.

OBJECTIVE: This award shall be given to a person who through a continuing lifetime commitment to the game of golf, helped mold the game in a manner and style exemplified by Henry Hughes. This person can be involved with any aspect of the game design, construction, maintenance, playing, teaching, administration, and promotion.

COMPOSITION: The committee shall consist of two members of the Board and any other members that are deemed necessary to carry out the duties that are assigned to the committee.

RESPONSIBILITIES: To be familiar with the objectives of the award and to submit a nominee to the RMGCSA Board by November 1st.

AWARDS

HONORARY LIFETIME MEMBERSHIP

STANDARD OPERATING PROCEDURE

OVERVIEW: Consideration for this class should be based on the contribution an individual has made to the golf course industry. The following are some guidelines that might be used when considering a person for this classification. The Board of Directors will decide who receives this status as stated in the By-laws.

OBJECTIVES: It shall be the duty of the Honorary Lifetime Membership Committee to annually seek out qualified recipients for this award and work with advisement with the Past Presidents Council on this nomination.

COMPOSITION: The committee shall consist of two members of the Board of Directors and any other members that are deemed necessary to carry out the duties that are assigned to the committee.

AWARD CRITERIA:

1. Be a retired golf course superintendent or retired turf professional that has had an impact on the improvement of golf courses.
2. Has made a significant impact over a period of time in the field of Golf Course Maintenance.
3. Has helped in the advancement of other individuals in the golf course field and/or was a noted leader in the green industry.
4. The Historian and the Past President's Council will work with this committee on a recommended nominee to be presented to the Board for approval.

AWARDS
TURF PROFESSIONAL OF THE YEAR
and
DISTINGUISHED SERVICE AWARD

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the responsibility of this committee to nominate an individual as RMRTA Turfgrass Professional of the Year who is recognized for the outstanding contribution to the industry during the past year AND The Distinguished Service Award which honors individuals for long standing service in the turf industry.

OBJECTIVE: It shall be the objective of this committee to select and recommend a member of the RMGCSA as the "Turfgrass Professional of the year" and "The Distinguished Service Award" and submit it to the RMRTA Board by the deadline indicated.

COMPOSITION: The committee shall consist of two members of the Board of Directors and any other members that are deemed necessary to carry out the duties that are assigned to the committee.

APPOINTMENTS: The President shall appoint a chairman and one member of the Board of Directors.

MEETINGS: The committee shall meet at the call of the chairman.

RESPONSIBILITIES: To be familiar with the objectives and guidelines for this award as set forth by the RM Regional Turfgrass Association. To bring the nomination of an individual for the distinction of "Turfgrass Professional of the Year " and "The Distinguished Service Award" before the RMGCSA Board by November 1st.

AWARDS

PAST PRESIDENTS PLAQUE AND PIN

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the responsibility of this committee to see that a Past President's Plaque and a Pin is presented to the outgoing President at the Annual Meeting of the Membership.

RESPONSIBILITIES: To budget and select the wording for the Past President's Plaque and order it in time to be presented at the Annual Meeting of the Membership. To also select and have a Past President's Pin inscribed with the year of presidency in time to be presented at the Annual Meeting of the Membership.

BYLAWS

STANDARD OPERATING PROCEDURES

COMPOSITION: The Board of Directors will act as a "committee of the whole" under the direction of the President.

OVERVIEW: That the Board of Directors be aware of the Associations Bylaws, Standing Rules and Code of Ethics and recommend changes or appoint a committee to do so as changes are warranted.

POLICY: Changes to Bylaws and Code of Ethics will be presented to the membership in writing, 30 days prior to a vote on approval.

RULE: New Board members will receive a copy of the Bylaws, Standing Rules, and Code of Ethics. Each member of the Association will receive a copy of the above on an annual basis which will be published in the Directory.

RECOMMENDATIONS:

The Bylaws and Code of Ethics will mirror those of the GCSAA.

CHAPTER VOTING DELEGATE TRAVEL

STANDARD OPERATING PROCEDURE

PURPOSE: Financial Support for RMGCSA Chapter Voting Delegate travel to GCSAA Conference.

COMPOSITION: The participation of the current RMGCSA Chapter Voting Delegate in RMGCSA activities and other activities that occur at the GCSAA Conference and Golf Industry Show is an important part of the Voting Delegate's responsibilities. The primary responsibility is that of applying chapter membership votes at the Annual Meeting. Occasionally, employers are unable to provide the required financial support for travel to the GCSAA Conference and Golf Industry Show. If this is the case, the RMGCSA should provide a level of financial support that allows the RMGCSA Voting Delegate to attend these events.

RESPONSIBILITIES: Financial support for costs associated with RMGCSA Chapter Voting Delegate travel to the GCSAA Conference must adhere to the following guidelines and procedures:

1. The current RMGCSA Chapter Voting Delegate is eligible.
2. Expenses for airfare, lodging and registration.
3. Travel expenditures approved by the Board cannot exceed \$1,000.
4. Prior to incurring any expenses, the RMGCSA Chapter Voting Delegate will submit a written summary of proposed travel expenses to the Board.
5. Prior to incurring any expenses, the RMGCSA Board of Directors will review the proposed expenses.
6. If the proposed expenses are acceptable to the Board, the Board will grant approval through a formal motion and vote.
7. After receiving approval from the Board, the Voting Delegate may proceed with the activities required to make the appropriate travel arrangements.
8. Upon return from the GCSAA Conference, appropriate documentation will be required for all expenses.

EDUCATION COMMITTEE

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the Educational Committee to make all arrangements and preparations for all regular meetings. Provisions for an educational program at these meetings will be provided unless otherwise specified by the Board of Directors.

RESPONSIBILITIES:

- ◆ Secure meeting sites for the year. Make phone calls to potential meeting spots, follow-up with letter and meeting site form.
- ◆ Determine a budget for the year to provide education to members accordingly.
- ◆ Provide a schedule of monthly meetings to Board of Directors, Executive Director and Reporter editor as early in the year as possible.
- ◆ Ask for letter of confirmation/contract from host course to avoid problems with costs, dates etc.
- ◆ Provide educational opportunities that satisfy CGCS and PDI requirements. Make initial arrangements for an educational program for each meeting. General topics for meetings, golf course specific, legal regulatory, management. Utilize GCSAA speakers Bureau, CSU staff, and GCSAA Regional Seminars.
- ◆ After meeting send thank you notes to the host superintendent and speaker.
- ◆ Provide education input for the turf conference.
- ◆ Assist members pursuing certification.

EMPLOYMENT REFERRAL SERVICE (ERS)

STANDARD OPERATING PROCEDURES

OVERVIEW: To assist the members of RMGCSA in being aware of employment opportunities by using the website as the avenue to distribute the information.

POLICY: Members are able to post and view employment opportunities via the website.

RESPONSIBILITIES:

- The RMGCSA office will view all job postings for content and make sure that they have been posted correctly.

GUIDELINES:

- To view positions you will need to first be an active member of the RMGCSA with a valid user name and password.
- Log-in to the "Members only" section of the website, click on the employment link.
- To post a job to the website follow the online directions accordingly. It may take a day or two to see the posting online. Once the RMGCSA has reviewed and approved your posting it will be available for viewing on the website.

GOVERNMENT RELATIONS COMMITTEE

STANDARD OPERATING PROCEDURE

OVERVIEW

It shall be the duty of the Government Relations' committee to gather all needed information on public policy, compliance and recommend policy action on local, state and national legislative action that impacts golf course management and the Association. It shall be the purpose of this committee to also distribute all pertinent information to its membership in a timely manner. The Government Relations Committee will also be responsible for any assistance needed to the members of the Rocky Mountain Golf Course Superintendents Association with regards to public policy affairs.

OBJECTIVES

The objectives of this appointment are to provide positive input and influence in the legislative process as well as offer the membership of the RMGCSA an avenue of assistance with regards to local public policy matters and provide all of our members the necessary information to stay informed on all local, state and national issues.

COMPOSITION

The President will appoint the Government Relations chairman. The President and Executive Director will also serve as Ex-Officio members. The Government Relations Chairman will appoint committee members. It is recommended that the committee represent a regional diversity.

MEETINGS

Committee members shall be on call to attend meetings as they arise on legislative issues especially during the legislative months of January through April.

RESPONSIBILITIES

- Advocate for all Superintendents in Colorado and provide assistance to the RMGCSA membership
- Receive ongoing feedback on golf course management issues through communication with members and affiliate members
- Pass on pertinent legislative information to the RMGCSA Board and the members.
- Develop a line of communication with the GCSAA's government relations committee and monitor all GCSAA's top advocacy priorities
- Prepare and provide legislative information and testimony to members at the State and Federal levels of Congress
- Provide articles for the legislative section of all Reporter issues.
- Monitor Colorado legislative information and actions by the state
- Monitor National legislative information and actions by the federal government

FOUNDATION

STANDARD OPERATING PROCEDURE

OVERVIEW: The Rocky Mountain Turfgrass Research Foundation is an auxiliary organization of green industries in the Rocky Mountain Area. Its purpose is to raise funds for scholarship and turf research.

The Foundation Board consists of two to three members from each green industry Association. The representative industries are as follows:

- Rocky Mountain Golf Course Superintendents Association
- Rocky Mountain Regional Turfgrass Association
- Rocky Mountain Sod Growers
- Colorado Chapter Sports Turf Managers Association
- Colorado Association of Lawn Care Professionals
- Colorado State University

It shall be the responsibility of this committee to represent the Golf Course Superintendent in the Rocky Mountain Turfgrass Research Foundation.

OBJECTIVE: The objectives of this committee are to raise funds and to distribute funds for scholarship and turf research.

COMPOSITION: The Committee shall be appointed annually by the President. Define who will be on the Committee: President, Past President or President elect.

TERM: Appointments to this Committee shall be for a one-year term.

RESPONSIBILITIES:

- ◆ Attend all Turfgrass Research Foundation meetings (@ three times per year).
- ◆ Make recommendations for funding turf research for area universities and colleges.
- ◆ Participate in committees for scholarship review, interviewing applicants and awarding scholarships.
- ◆ Functions as advisor and assistant to Foundation Golf Committee.
- ◆ Advise and follow through with particulars on hole sponsorships to occur during RMGCSA monthly meetings.
- ◆ Participates as Liaison and in announcements to RM Regional Turf Conference.
- ◆ Reports to and seeks input from the RMGCSA Board on Foundation planning and events.

GCSAA (Golf Course Superintendents Association of America)

STANDARD OPERATING PROCEDURE

OVERVIEW: To be aware and stay current on GCSAA activities and to respond to issues as the Board deems necessary. The RMGCSA Board will represent its members on issues at the national level and cast votes on behalf of this chapter.

POLICY: The Executive Committee will appoint the delegate, and the alternate delegate. The alternate delegate term will be appointed sitting for 3-5 years. The Executive Committee may appoint a delegate or an alternate delegate in the case of an emergency.

RESPONSIBILITIES

1. Stay current on all GCSAA programs and chapter related issues and affiliation requirements.
2. Relate PDI requirements to membership.
3. Reflect GCSAA rules, policies and procedures to RMGCSA members.
4. Attend Chapter Delegates Meeting and inform the Board of activities.
5. Provide Reporter articles as needed to inform members of GCSAA direction.

GOLF

STANDARD OPERATING PROCEDURE

OBJECTIVES: The objectives of this committee shall be to provide fun and fellowship among our membership and their guests.

POLICY:

Members and guests are welcome to participate in the golfing events. Only entries with handicaps are eligible for prizes, unless noted. Guests may only participate in golfing events one time per year.

RESPONSIBILITIES:

- ◆ Make tournament arrangements for each monthly meeting concerning number of players, pairings, tee times, cost of the scheduled event. Coordinate this with the host Superintendent and Professional on the above.
- ◆ Coordinate tee times, events, and restrictions if they exist with the Educational Chairman and the Executive Director. Provide Tournament information to the Executive Director for timely publication in The Reporter.
- ◆ Arrange for a sign-up table with the Pro Shop and their assistance if needed.
- ◆ Determine format of the golf to be played.
- ◆ Solicit money or prizes if needed for the event.

GUIDELINES:

- ◆ Schedule times for golf according to the time of year (i.e., afternoon shotguns may be preferred in early spring & late fall).
- ◆ For a variety of events the Chairman and Co-Chairman should plan the tournament schedule well in advance. A helpful publication is "Planning and Conducting Competitive Golf Events", published by the National Golf Foundation.
- ◆ Designate a check-in time for the event especially when it's a team event. This time should be published in the Reporter. This information needs to be to the Executive Director by the 10th of the month prior to the meeting.
- ◆ Select the pairings for the event by handicaps or a lottery system. Pairings can be made by request if they don't conflict with the tournament format. Try to pair Class Af members with Class A or SM whenever possible.

- ♦ Don't use the scramble format, unless it's the first tournament or one of the outings. Most members prefer a format where individual scores are kept, at the monthly meetings.

GOLF

STANDARD OPERATING PROCEDURE

continued

SPECIFIC TOURNAMENTS:

Annual Meeting: The Golf Committee will decide on the format if a tournament is to accompany the Annual Meeting. Work with the Outgoing President on these details.

GCSAA Golf Championship /Chapter Team: The RMGCSA Chapter Team to play at the GCSAA Golf Championship will be a public relations team event. Expense reimbursement will be a budget committee determination. The Chapter team will be announced at the Annual Meeting of the Membership.

Past President's Tournament: See Public Relations Section. This tournament is normally held in the Fall.

Colorado Golf Hall of Fame: See Colorado Golf of Fame Section. This tournament is normally held in June.

Pro/Superintendent Tournament: Work with the Colorado Section of the PGA on the details of this tournament in getting the notice out to the Superintendent members. This tournament is normally held in June.

Chip Ramsey Tournament: Assist Sonnenalp GC in getting the information out to the RMGCSA members so they may support this tournament. This tournament is normally held the first Monday in June.

Ernie Bender Tournament: Assist the golf course sponsoring the tournament in getting the information out to the RMGCSA members so they may support this tournament.

Fall Outing: Work with the Special Events Chairman on the date, venue and details for this "Family Outing" event.

GOVERNMENT RELATIONS COMMITTEE

STANDARD OPERATING PROCEDURE

OVERVIEW

It shall be the duty of the Government Relations' liaison to gather information and recommend policy action on state, regional and federal legislative action that impacts golf course management and the Association. Keep the Association membership abreast of same actions and solicit assistance from the members whenever necessary. Be available to offer professional insight to any group or individual that may require assistance with such matters.

OBJECTIVES

The objectives of this appointment are to provide positive input and influence in the legislative process and to sit in advisory positions on regulatory committees that influence current regulations.

COMPOSITION

The President will appoint the Government Relations chairman. The President and Executive Director will also serve as Ex-Officio members. The Government Relations Chairman will appoint committee members. It is recommended that the committee represent a regional diversity. It is also recommended that individuals from other allied groups or organizations be asked to assist in the process.

MEETINGS

Committee members shall be on call to attend meetings as they arise on legislative issues especially during the legislative months of January through April.

RESPONSIBILITIES

- ♦ Pass on pertinent legislative information to the RMGCSA Board and the members.
- ♦ Attend all necessary functions relating to governmental and legislative issues.
- ♦ Develop a line of communication with the GCSAA's governmental and legislative issues.
- ♦ Maintain contact with other green industry organizations.
- ♦ Prepare and provide legislative information and testimony.
- ♦ Provide articles for the legislative section of all Reporter issues.
- ♦ Monitor GCSAA government relation issues on GCSAA web site.
- ♦ Participate in Greens and Grassroots section of GCSAA government relations.
- ♦ Monitor Colorado legislative information received from GreenCO.

CONTACTS:

- ♦ Colorado Pesticide Advisory Committee, 13 members, chairman is Tom Tolkacz (Swingle Tree Co)
- ♦ Colorado Groundwater Advisory Committee, Chairman is Rob Wawrzynski 303-239-4151
- ♦ Colorado Department of Agriculture Committee Information, Tom Kosinski 303-239-4145

HISTORIAN

STANDARD OPERATING PROCEDURE

OBJECTIVE: To trace the history of the Association, especially, prior to the establishment of the Reporter and seek the preservation of these records, photos and documents. To see where we have been in an effort to better understand where we are going as a profession and Association.

PROCEDURE: Accomplish this goal by:

- ◆ Interviewing long-time members
- ◆ Reading past Reporters
- ◆ Read or obtain copies of past tournament/championship programs i.e. 1938 US Open, 1960 US Open, 1967 PGA...
- ◆ Read or obtain copies of individual course histories.
- ◆ Record this information in an organized matter and have it on file at the Association office.

Provide documentation/applications and work with Awards Chairman to suggest nominees to Colorado Golf Hall of Fame, GCSAA Distinguished Service Award, and other nominations. (See award description)

COMPOSITION: The Committee members shall be appointed annually by the President for a minimum of three to five year term.

MEMBERSHIP

LIMITED BUDGET OUTREACH

STANDARD OPERATING PROCEDURE

PROGRAM: Limited Budget Outreach

Dear Fellow Superintendent:

The RMGCSA is pleased to announce the appointment of Tom Houk, golf course superintendent at Steamboat Golf Club, as liaison to the GCSAA's Outreach program. The Outreach program was instituted to provide assistance to limited budget golf courses. Whether this is a nine or an eighteen hole facility, this program is there to give assistance to superintendents and clubs that would like aid in finding equipment, at little or no cost, have access to other golf course superintendents for course visits to assist in problem solving, introduce you to the RMGCSA organization, and other superintendents in our area. This program is there to help you succeed at your career choice, please use it. Enclosed you will find an information packet regarding the RMGCSA and Tom Houk's phone, fax, and e-mail address, also you may contact Gary Leeper at 888-576-4272 (toll free) or 303-255-9611.

Sincerely,

Current President

MEMBERSHIP

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the responsibility of this Committee to solicit and procure members, give advice and counsel as to the qualifications of applicants for membership, as well as providing an up to date record of members and their classifications.

OBJECTIVES: The objectives of this Committee are to provide a broad based membership, to provide an opportunity for new memberships, and to provide current membership records for the Association.

APPOINTMENT: The President shall appoint the chairman and the chairman will select the committee members FOUR committee members to a two-year term (two turnover Chair turns over each year) Committee members should represent a regional diversity ie. North, South, East, West.

MEETINGS: The Committee shall meet at the call of the Chairman.

RESPONSIBILITIES:

To insure that the membership size sustains the programs of the Association.

To accept and attest all membership applications and make the Board of Directors aware of any concerns before accepting the application for membership.

Review annually ALL individual members job classifications, dual membership requirements if applicable, and membership classification BEFORE invoicing is done.

Insure that a potential member information packet is available and contains information such as:

- a) Letter from the President
- b) Calendar of Events
- c) Membership application
- d) Executive Directors business card
- e) List of the Board of Directors (no home or cell numbers)
- f) Outreach program overview
- g) Current newsletter
- h) "Keeping pace with your profession" brochure

Insure that NEW members receive a new members packet, this packet should include such information as

- a) Presidents welcome letter
- b) Membership Directory
- c) Meeting and reservation policies letter
- d) Calendar of events
- e) Web site address
- f) Board of Directors list
- g) Current newsletter

RESPONSIBILITIES:

- ◆ Give a membership report at each Board of Directors and Annual meeting.
- ◆ Introduce all new members at their first monthly meeting.
- ◆ Welcoming new members: phone, e-mail, visits, etc.
- ◆ Review complaints from members and bring to the Boards attention for review.
- ◆ Conduct an annual or semi-annual assessment of membership needs

NATIONAL CAMPAIGN

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the committee to search, select and prepare a candidate for national office. Further this committee will develop the guidelines needed to run a candidate.

COMMITTEE GUIDELINES

To Be Developed by Public Relation committee

CANDIDATE GUIDELINES

To Be Developed by Public Relation committee

NOMINATIONS

STANDARD OPERATING PROCEDURE

PURPOSE:

The nominating committee will solicit and review nominations and present to the membership candidates for the Annual election.

APPOINTMENT:

The President shall annually appoint a Nominating Committee. The identity of the persons nominated shall be revealed and notice of such nominations shall be sent by the Secretary of this Association to each voting member at least 30 days before the Annual Meeting. Any member of the Board may submit to the Nominating Committee, names of members he deems to be desirable candidates for the respective offices. Such suggestions and submission of names shall be advisory to the Nominating Committee in the making of its list of nominees.

RESPONSIBILITIES:

Actively solicit from the membership the names of persons to run for officer and Board of Director positions and submit those names at the annual meeting. Strive to find enough qualified candidates to fill all required positions for the election.

- A. At the time of the election of Officers and Directors, the Secretary shall, in addition to the nominees recommended, advanced and submitted by said Nominating Committee, ask for further nominations from the floor. When nominations are closed the election shall proceed by secret ballot upon all of the nominations, except when there is only one candidate for any office, that election may be held by voice vote.

PAST PRESIDENT'S COUNCIL

STANDARD OPERATING PROCEDURE

PURPOSE

The purpose of the Past President's Council is to advise the current Board of Directors on matters referred to it by the Board.

COMPOSITION

This Council shall be appointed annually by the President. Members will be composed of Past Presidents who actively participate in RMGCSA activities and regularly attend meetings.

RESPONSIBILITIES

- 1) This council will sit as an advisory board only.
- 2) Will take on issues as directed by the Board of Directors.

PRESIDENTIAL TRAVEL

STANDARD OPERATING PROCEDURE

PURPOSE

Financial Support for RMGCSA Presidential travel to GCSAA Conference.

COMPOSITION

The participation of the current RMGCSA President in RMGCSA activities and other activities that occur at the GCSAA Conference and Golf Industry Show is an important part of the President's responsibilities. Occasionally, employers are unable to provide the required financial support for travel to the GCSAA Conference and Golf Industry Show. If this is the case, the RMGCSA should provide a level of financial support that allows the RMGCSA President to attend these events.

RESPONSIBILITIES

Financial support for costs associated with RMGCSA presidential travel to the GCSAA conference must adhere to the following guidelines and procedures:

1. The current RMGCSA President is eligible.
2. Expenses for airfare, lodging, registration, and per diem may be included.
3. Travel expenditures approved by the Board cannot exceed \$1,000.
4. Prior to incurring any expenses, the RMGCSA President will submit a written summary of proposed travel expenses to the Board.
5. Prior to incurring any expenses, the RMGCSA Board of Directors will review the proposed expenses.
6. If the proposed expenses are acceptable to the Board, the Board will grant approval through a formal motion and vote.
7. After receiving approval from the Board, the President may proceed with the activities required to make the appropriate travel arrangements.
8. Upon return from the GCSAA conference, appropriate documentation will be required for all expenses, except the per diem.

PUBLIC RELATIONS

STANDARD OPERATING PROCEDURE

PURPOSE

The foremost goal will be to create ideas and or programs that are designed to enhance our image to the golfing and non-golfing public. The Media/Public Relations chairman should communicate information and trends in the turfgrass industry to the Association membership. Issues that impact our professional image or a perception of our industry from both the local and national level will be evaluated and an appropriate response issued.

COMPOSITION

This position will be appointed by the President at the Organizational Meeting of The Board. The chairman of this committee will solicit assistance from the Board or the members of the Association.

RESPONSIBILITIES

1. Identify and develop a list of media outlets for all of Colorado and National publications
2. Cultivate relationships with media representatives.
3. Solicit and submit written material and/or member spokespersons to advocate the Association position and achievements to the media
4. Develop and maintain a resource library for use by the membership and various media representatives.
5. Develop contacts with influential members at Association members' clubs.
6. Coordinate the Association information booths at local Turf Conference, golf shows, and professional tournaments.
7. Oversee Web page - assess recommended Internet related strategies, functionality and content. The web page is maintained by the Executive Director. It is updated at least monthly.
8. Coordinate with the Vice-President who will be the host for the Past Presidents Tournament all of the details for the event. Budget event accordingly.

REPORTER PUBLICATION

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the Reporter staff to gather, solicit, write and edit articles in the production of the publication for eight issues each year.

OBJECTIVE: To educate and inform the members of the Association, as well as provide a vehicle for employment referral services and other membership information services.

COMPOSITION: The staff consists of General Editor (Executive Director), Technical Editor (Vice-President), President, Past President and writing staff (member volunteers) as needed.

APPOINTMENTS: The Vice-President will hold the Technical Editor position in office. The President may appoint any additional Editors as needed.

TERM: The term of the Editor is approved annually along with contract renewal. The Technical Editor term will coincide with the office of the Vice-President.

MEETINGS: Meetings (fax, phone, e-mail or in person) are coordinated with the General Editor by the copy deadline which will consist of going through a rough draft, and final proof.

CONTENT: The newsletter publication may include regular columns i.e. Directors Corner, legislative, superintendent profiles, member updates, etc.

- a. Directors corner: will be assigned by the President at the organizational meeting of the Board and will have a deadline attached with a maximum number of words.
- b. Superintendent profiles: will cover Superintendents at recently visited courses played during the monthly meetings.
- c. Monthly Meeting Coverage: The Technical Editor will, in advance of all meetings or functions to be covered in the Reporter, assign coverage to someone on the writing staff to cover.

RESPONSIBILITIES:

- ◆ Arrange to cover Association meetings or related events on a monthly basis, take photographs, and writing articles including Superintendent Profile, Educational speaker.
- ◆ Submit and edit articles including, Directors corner, GCSAA information, technical articles, and other information of interest of the membership.
- ◆ Responsible for the final decisions leading to the finished production of the publication.
- ◆ Send publication to members in a timely manner to make information pertinent and useful.

GUIDELINES: Keep Educational, Condense recaps, Run pertinent info on Western Slope.

Note: It takes about 2-1/2 weeks from start (initial format & design) to mailing the Reporter. Therefore we have generally worked with the copy deadlines being the 10th of the month, so that issues may be mailed before the end of each month. Combined winter issues have their own deadlines.

RESEARCH

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the committee to identify and prioritize research needs, evaluate specific proposals that meet those needs, and present funding recommendations to the RMGCSA Board of Directors. The committee also suggests improvements to the administration of research programs.

COMPOSITION: This position will be appointed by the President annually.

OBJECTIVE: To maximize the Association's involvement in research projects and allocation of research funds throughout the industry.

RESPONSIBILITIES:

- ◆ Prepare research budget for a five-year period
- ◆ Solicit, review, and recommend research projects that impact golf course management
- ◆ Coordinate research efforts with GCSAA research projects.
- ◆ Sits on the Turfgrass Research Foundation board as the RMGCSA representative.

SCHOLARSHIP

RMGCSA LEGACY SCHOLARSHIP

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the RMGCSA Board of Directors to select a recipient or recipients of the RMGCSA Legacy Scholarship.

OBJECTIVE: To utilize the RMGCSA as a clearinghouse to distribute and award the RMGCSA Legacy Scholarship.

COMPOSITION: The RMGCSA Board of Directors will serve as the Scholarship Committee. The Secretary/Treasurer will serve as the chairman of the committee. The Executive Director's staff will facilitate the procedure as outlined below..

PROCEDURE:

- ◆ Staff will begin to facilitate applications annually on or around March 1. Application deadline will be on or around May 1.
- ◆ Staff will distribute qualified applications via web to the RMGCSA Board of Directors for vote of top three applicants on or around May 2.
- ◆ Staff will submit top three applicant names from initial vote to RMGCSA Board of Directors via web for final vote for award winner or winners on or around May 9.
- ◆ Winner will be announced on or around May 16.
- ◆ Staff will notify award winner or winners on or around June 1.
- ◆ Applicants not chosen will be notified by staff in writing on or around the week of May 16.

SCHOLARSHIP QUALIFICATIONS: Qualifications for the RMGCSA Legacy Scholarship recipient/s are as follows:

- ◆ One or more of the applicant's parents or grandparents must have been an RMGCSA member for five or more consecutive years and must be a currently active RMGCSA member in one of the following classifications: A, Superintendent Member, C, Honorary Lifetime Member or Retired. The competition is open to natural and adoptive offspring of RMGCSA members.

SPECIAL EVENTS

STANDARD OPERATING PROCEDURE

COMPOSITION: This Committee will be appointed by the President.

OVERVIEW: Subject to budget constraints, this committee plans for any special events that the Board approves, other than monthly and the Annual Meeting.

RESPONSIBILITIES:

- ◆ Plan within the budget constraints of the organization.
- ◆ Submits detailed suggestions to the Board on venues and dates of special events such as: Fall Outing, Chapter Hospitality, and other approved events. Determine cost per member participation.
- ◆ Follow through on event details such as food, activities, etc.
- ◆ Correspond with Executive Director on such details to be provided to the members.
- ◆ Responsible for analyzing financial impact of each special event for presentation to the Board.

STRATEGIC PLANNING

STANDARD OPERATING PROCEDURE

OVERVIEW: The purpose of the Strategic Planning committee is to review, revise, and add to the short and long term goals adopted by previous Boards and provide this information to the successive Board of Directors.

APPOINTMENTS & TERM:

- ◆ The President shall chair this committee and the Board will function as a committee of the whole.
- ◆ The Committee shall meet annually and review previous years plan and update plan as necessary.
- ◆ The meeting shall be held any time after the incoming President takes office after the Annual Meeting.
- ◆ The committee shall include all members of the current board, Chapter Delegate and Chapter Alternate, the Past Presidents Council and those selected members of previous boards as invited by the President.

RESPONSIBILITIES

- ◆ Develop Timetable for evaluating and developing new short and long term Association goals.
- ◆ Set date, time and place for the Strategic Planning meeting.
- ◆ Define timing for evaluation and modification of these goals.
- ◆ Review existing strategic plan from 1996.

STUDENT INTERNSHIP

STANDARD OPERATING PROCEDURE

COMPOSITION: This is a subcommittee of the Membership Committee.

OVERVIEW: To assist student members in securing internship positions on member courses or businesses by sending out information as requested.

RESPONSIBILITIES:

- ◆ Work in conjunction with the golf committee to invite student members to a regular monthly meeting.
- ◆ Works directly with the Turf Clubs at CSU, Front Range Community College, Red Rocks Community College, and Northeastern Junior College for placement of student interns.
- ◆ Provide information on the Internship Program at Educational venues (i.e. RMRTA Turf Conference, Turf Field Day, etc).

WEB STRATEGY

STANDARD OPERATING PROCEDURE

OVERVIEW: It shall be the duty of the committee to assess recommended Internet related strategies, functionality and content. Assess benefits versus costs annually.

IMPLEMENTATION:

Review current web content and usage. Devise strategies for future development for immediate strategic planning.

RESPONSIBILITY:

- ◆ Work with Executive Director on suggested updates
- ◆ Review the web site and its activity and usefulness to membership and recommend to the Board alterations in web strategy.
- ◆ Review costs and make sure it is in constraints of the budget.