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ARTICLES
OF
INCORPORATION
ARTICLES OF INCORPORATION

FIRST: The name of this Corporation is GOLF COURSE SUPERINTENDENTS ASSOCIATION OF AMERICA.

SECOND: Its principal office and place of business is to be located at 1421 Research Park Drive in the City of Lawrence, County of Douglas, State of Kansas, and is a Delaware Corporation. The resident agent in the State of Delaware in charge thereof is The Corporation Trust Company, at 1209 Orange Street, in the City of Wilmington, County of New Castle. The resident agent in the State of Kansas in charge thereof is The Corporation Company Inc., at 515 South Kansas Avenue, in the City of Topeka, County of Shawnee.

THIRD: The purposes for which this Corporation is formed are:
   (a) To provide for and enhance the recognition of the golf course superintendent as a professional.
   (b) To advance the art of greenkeeping and the science of turfgrass management; to collect and disseminate information concerning efficient and economical management of golf courses and related environmental issues.
   (c) In general, to have all the powers conferred upon a corporation by the laws of the State of Delaware which are consistent with the Certificate of Incorporation and the Bylaws of this Corporation.

FOURTH: This Corporation shall be a corporation not-for-profit and shall not have any capital stock. The conditions, qualifications, privileges and obligations of membership shall be as set forth in the Bylaws of the Corporation. Provision may also be made in the Bylaws for one or more classes of members who shall have no voting power.

FIFTH: The names and places of residences of each of the incorporators of the Corporation are as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>John McNamara</td>
<td>Aspinwall, PA</td>
</tr>
<tr>
<td>John Quaill</td>
<td>Bellevue, PA</td>
</tr>
<tr>
<td>Emil Loeffler</td>
<td>Oakmont, PA</td>
</tr>
</tbody>
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SIXTH: The Corporation shall have perpetual existence.

SEVENTH: The private property of the members shall not be subjected to the payments of the corporate debts or liabilities to any extent whatever.

EIGHTH: Board of Directors: The Board of Directors shall not be less than six in number.

Board of Directors: The business of the Corporation shall be managed by the Board of Directors composed of the Directors and the Officers.

Said Board of Directors shall have full power to act within its discretion in the performance of the objectives of the Association for its benefit and that of its members; shall have supervision over the Officers of the Association and shall supervise the expenditure of monies paid into its treasury and shall have full authority to act in all matters not inconsistent with this Certificate of Incorporation, general law or Bylaws.

NINTH: Beneficiary and Death Benefit Funds. The Bylaws may provide for the assessment, collection, administration and payment of
   (a) A Benevolence Fund for disabled and needy members or their families.
   (b) A Beneficiary Fund for the widows or families of deceased members.
TENTH: Both members and Board of Directors shall have the power, if the Bylaws so provide, to hold their meetings and have one or more offices within or without the State of Delaware and to keep the books of this Corporation subject to the provisions of the statutes outside the State of Delaware at such places as may from time to time be designated by the members or Board of Directors.

ELEVENTH: The Certificate of Incorporation of this Corporation may be amended if two-thirds (2/3) of the whole number of the Board of Directors at a meeting thereof shall adopt a resolution declaring that the amendment is advisable and shall vote in favor of such amendment and if such amendment shall be adopted by two-thirds (2/3) of the members of this Corporation present or represented by delegates or proxies and entitled to vote at the next annual meeting of this Corporation held after the adoption of such resolution and such vote by the Board of Directors.

TWELFTH: Provision may be made in the Bylaws of the Association for the representation of voting members, with their consent, at all meetings, by the voting delegate of the Affiliated Chapter of this Association to which such members belong, in lieu of their voting in person or by proxy.

We the undersigned for the purpose of forming a corporation, not-for-profit under the laws of the State of Delaware, and in pursuance of an Act of Legislature of the State of Delaware, providing for a general corporation law, approved March 10, 1899, and the acts amendatory thereof and supplemental thereto, do make and file this Certificate and do declare and certify that the facts therein stated are true, and have accordingly thereunto set our hands and seals this 21st day of May, 1928.

In presence of

BERTHA R. THOMAS
JOHN McNAMARA (SEAL)
JOHN QUAILL (SEAL)
EMIL LOEFFLER (SEAL)
BYLAWS
The name of this Corporation is GOLF COURSE SUPERINTENDENTS ASSOCIATION OF AMERICA.

The purposes for which this Corporation is formed are:

(a) To provide for and enhance the recognition of the golf course superintendent as a professional.

(b) To advance the art of greenkeeping and the science of turfgrass management; to collect and disseminate information concerning efficient and economical management of golf courses and related environmental issues.

(c) In general, to have all the powers conferred upon a corporation by the laws of the State of Delaware, which are consistent with the Certificate of Incorporation and the Bylaws of this Corporation.

A "Golf Course Superintendent" is one who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment.

"Certified Golf Course Superintendents" are those individuals having met and maintained all of the qualifications set forth by the Association.

"Charter Members" are those Class A Members who were members as of March 1927.

ARTICLE I – MEMBERSHIP

SECTION 1. Application for Membership: Effective July 1, 1997, all Class A and Superintendent Member applicants for membership residing in the United States, except Alaska, must be a member of an Affiliated Chapter and shall maintain such membership thereafter. The Board of Directors shall be the sole judge of an applicant’s qualification for membership. The Board of Directors of the Association shall adopt Standing Rules for membership, and shall have the authority to establish qualifications, rights and dues for all classes of membership, except AA, A, Superintendent Member and C. The additional qualifications for Class A membership shall be recommended by the Board of Directors and presented to the membership at the annual meeting and must be decided by a majority vote.

SECTION 2. Membership Classes:

Class AA - Life Members: To qualify for Life Membership, one must have retired as a golf course superintendent or assistant golf course superintendent and have been a golf course superintendent or assistant golf course superintendent member of GCSAA for 25 years of which a minimum of 20 years has been as a golf course superintendent.

A life Member shall have all the rights of the Association except that of holding office. Class AA-Life Members will pay no membership dues.

Class A - Golf Course Superintendent: To qualify for Class A membership, an applicant shall have, at the time of application for membership, at least three (3) years' experience as a golf course superintendent, be employed in such capacity and comply with all additional qualifications adopted
by the membership. Class A Members shall have all the rights of the Association, subject to the provisions of Article VI, Section 1 hereof.

Class A – Retired: To qualify for Class A – Retired status, one must not be currently employed as a golf course superintendent and have a minimum of five years of service as a Class A golf course superintendent member. The years of service as a GCSAA member when combined with the member’s age must equal or exceed 75 years.

This member shall have all the rights of the Association afforded that classification, with the exception of holding office.

Superintendent Member: To qualify for Superintendent Member membership, an applicant shall, at the time of application, be employed as a golf course superintendent and does not meet the additional qualifications for Class A membership. Superintendent Members shall have all the rights of the Association, except that of holding office.

International Superintendent Member: To qualify for International Superintendent Membership, an applicant shall be employed outside of the United States as a superintendent or head greenkeeper and shall be required to maintain a membership in his/her recognized “home” organization, if one exists. International Superintendent Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Class C - Assistant Golf Course Superintendent: To qualify for Class C Membership, an applicant shall be, at the time of application for membership, an assistant to a golf course superintendent, and shall be presently employed in such capacity. Class C Members shall have all the rights of the Association, except those of voting and holding office.

Equipment Manager: To qualify for Equipment Manager membership; an applicant shall, at the time of application, be employed as a golf course equipment manager, assistant golf course equipment manager or golf course mechanic/technician and shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Class E - Educators: To qualify for Class E Membership, an applicant must be an educator or extension officer. Class E Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Associate: To qualify for Associate Membership, an applicant must be employed by a golf course superintendent at a golf course and does not qualify for membership under the Class A, Superintendent Member, Class C or Equipment Manager Bylaw’s definition. Associate Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Affiliate: To qualify for Affiliate Membership, an applicant must be an individual, business firm or governmental body interested in golf course management and/or in the growing or production of fine turfgrass, either individually or through employment by, or other affiliation with, a company, proprietorship or association, and who does not qualify for membership in another class. Affiliate Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.
Honorary: To qualify for Honorary Membership, the individual must be recognized by the Board of Directors for contributing in an outstanding manner to this Association or profession or related field. This membership shall continue in effect unless otherwise revoked by the Board of Directors. Honorary Members shall not be required to pay dues or assessments of the Association and shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Student: To qualify for Student Membership, an applicant must be a turfgrass student enrolled in a formal course of education, or have completed his or her formal education less than one (1) year prior to the date of application for membership provided one’s current employment does not qualify for membership under any other classification. Student Members shall have such rights of the Association as the Board of Directors may specify by Standing Rules, except those of voting and holding office.

Retired: To qualify for Retired Membership, one must be retired and no longer seeking employment within the scope of activities of any membership class of the Association. An applicant may apply for Retired Membership, the annual dues for which shall be set by the Board of Directors, but shall not exceed half the amount paid for the classification in which the member retires. There are two options for retirement: (1) Any member reaching age fifty-five (55), may retire and shall have all the rights of the Association afforded the member in his or her immediate previous classification, with the exception of holding office; or (2) Any member having completed a minimum of twenty (20) years of service in any membership classification may retire in that classification and shall have all of the rights of the Association afforded that classification, with the exception of holding office.

Inactive: An Inactive Member is an individual who, by reason of unemployment, illness or other adverse circumstances, has been placed in this class upon his or her application. The Board of Directors shall have the authority to act on such application and to place a member on Inactive status subject to terms and conditions as the Board of Directors may specify by Standing Rules.

SECTION 3. Reclassification of Members: All reclassifications of members shall be made by the Board of Directors, in accordance with Standing Rules adopted by it from time to time, or pursuant to directives adopted by the membership at any annual meeting or any special meeting called for that purpose.

(a) Voluntary Reclassification: Any individual member may request a change in his or her membership classification to accord with a change in his or her qualifications for membership as set forth in Section 2 of this Article. No retroactive status will be given for a change in classification greater than 45 days from the date of the requested change.

(b) Mandatory Reclassification: All members, upon renewal of their annual membership, must clearly state their current employment status. The determination of the appropriate classification of membership for each individual shall be made in accordance with the Standing Rules of Membership. No retroactive status will be given for a change in classification greater than 45 days from the date of the requested change.
SECTION 4. Rights of Membership: Except as otherwise provided herein, members of GCSAA shall have all of the rights of membership. These rights shall include the following:

(a) Use the Association name, initials, and logo in accordance with the Standard Operating Procedure and Guidelines established by the Board of Directors.
(b) Attend the annual meeting of the Association.
(c) Vote if a Class AA, A, Superintendent Member, or retired A, or Superintendent Member.
(d) Hold office if a Class A Golf Course Superintendent.

ARTICLE II – DUES AND SUPPLEMENTAL ASSESSMENTS

SECTION 1. Annual Dues: The annual dues shall be sums fixed by the Board of Directors, except for Classes A, Superintendent Member and C. Annual dues for Classes A, Superintendent Member and C shall be the sum fixed at any annual meeting of the Association, as decided by a balloting conducted under regular voting procedures set forth in the Standing Rules of the Convention established by the Board of Directors, in accordance with Article V of these Bylaws. Dues shall be payable in advance of the member’s annual renewal date.

SECTION 2. Assessments: Where necessary, in the opinion of a majority of members present at any annual or special meeting of the Association called for that purpose, for the payment of any existing deficit, there may be levied an assessment in addition to annual dues, to be paid by each Association member, provided, however, that such assessment may not be levied more than once in any year and shall not exceed an amount equal to the annual dues fixed for such year.

In the event of grave emergency, the Board of Directors upon unanimous vote, by signed order, may levy an assessment to be paid by each Association member, except Class AA Life, Honorary, Student, and Inactive, for the payment and discharge of any bona fide indebtedness, loss incurred, or for the payment of any judgment or decree rendered against the Association, provided, however, that no more than an amount equal to the annual dues shall be levied as such assessment during any year. The vote of the Board of Directors on the question of levying an assessment may be taken by a transmitted ballot prepared by the Secretary.

SECTION 3. Extension of Time for Payment: The Board of Directors may, at its discretion, for good cause, temporarily excuse or extend time of payment of annual dues or assessments for any member.

ARTICLE III – CONDUCT OF MEMBERS

SECTION 1. Nonpayment of Dues or Assessments: All members whose dues are not paid in advance of the member’s renewal date may have services and benefits suspended. All members whose dues shall remain unpaid more than ninety (90) days past their annual membership renewal date, or after the due date of any assessment, shall be dropped from the membership roll of this Association.

SECTION 2. Prohibited Conduct: The following conduct is prohibited for members of the Golf Course Superintendents Association of America:

(a) Violations of the GCSAA Code of Ethics.
(b) Use of GCSAA affiliation for the purpose of promoting schemes, ideas or objects that are detrimental to the Association.
(c) Conduct unbecoming a member or inimical to the Association.
BYLAWS

(d) Submitting false information on an application for membership or on a dues statement.

Conduct that is prohibited shall be cause for disciplinary action or expulsion from the membership in accordance with the procedure set forth in Section 3 of this Article.

SECTION 3. Procedure for Disciplining or Expelling a Member: A member may be disciplined or expelled by a two-thirds (2/3) vote of the Board of Directors after compliance with the due process procedures, specifically notice and hearing, and upon a showing of just cause. The Board of Directors shall establish by Standing Rules the procedures to be followed to ensure protection of such members’ due process rights. An expelled member may reapply for membership no earlier than one (1) year after the date of such expulsion, in accordance with the provision of Article I.

ARTICLE IV – CHAPTERS

SECTION 1. Original Chapters: Chapters possessing certificates of affiliation with the National Association of Greenkeepers of America shall be automatically chapters of this Association. Chapters having certificates of affiliation issued during 1934 or 1935 to the National Association of Greenkeepers of America are deemed Charter Chapters of this Association.

SECTION 2. New Chapters: A voluntary association of persons engaged in the occupation of producing, maintaining and improving turfgrass may make application for admission as an Affiliated Chapter of this Association in accordance with the requirements set forth in the Affiliation Agreement. An affiliated chapter’s bylaws must be consistent with, but not limited to, the Bylaws of this Association, in accordance with the requirements set forth in the Affiliation Agreement. All applications for affiliation must be approved by the Board of Directors.

SECTION 3. Affiliation: All Chapters shall execute an Affiliation Agreement to be an Affiliated Chapter of GCSAA and shall have all rights and privileges of an Affiliated Chapter as set forth in the Affiliation Agreement.

SECTION 4. Procedure for Probation, Suspension and Revocation: An Affiliated Chapter may be placed on probation, suspended or revoked as a result of conduct described in the Affiliation Agreement, Article VI, Section B, by a majority vote of the Board of Directors after compliance with the due process procedures set forth in the Affiliation Agreement. A revoked chapter may reapply for affiliated status no earlier than one (1) year from the date of revocation in accordance with the requirements set forth in the Affiliation Agreement.

ARTICLE V – VOTING

SECTION 1. Delegate Representation of Chapters at Association Meetings: An Affiliated Chapter may be represented at all meetings of this Association by a delegate, who must be a voting member of this Association. Such voting delegate shall represent, and be authorized to cast the votes of the voting members of this Association, who are also members of such Affiliated Chapter and who desire to be represented by such delegate.

SECTION 2. Proxies: Voting members at any meeting of the Association may exercise their vote through the use of a proxy. A proxy may be exercised only by the person named in such proxy, who must be a voting member in good standing of the Association.
SECTION 3. *Individuals:* Individual voting members, not voting by delegate or proxy, may cast a vote in person on all issues brought before the body.

SECTION 4. *Voting Procedures:* The Board of Directors shall have the power to establish the Standing Rules of the Convention governing voting procedures at Association meetings. In addition to the slate of candidates recommended by the Nominating Committee, in accordance with Article VII, Section 1 of these Bylaws, nominations will be open from the floor. When nominations have been closed, the election shall proceed in orderly fashion by ballot for all elections of officers and directors. However, if there is but one candidate for any office, that election may be held by voice vote. The President, Vice President, Secretary/Treasurer and Directors are elected by a plurality vote. All other issues shall be decided by a majority vote of those present, except as otherwise stated in the Bylaws.

SECTION 6. *Publication of Votes:* There shall be reported to the membership after each annual election, the voting record of each affiliated chapter casting votes through a delegate or alternate, as well as collective individual and collective proxy voting records. This official account shall summarize the number of votes cast (1) for each individual standing for election, (2) for and against each proposed amendment to the Bylaws and/or Articles of Incorporation, (3) for and against any dues proposal, and (4) for and against any other business that may come before the membership.

ARTICLE VI – BOARD OF DIRECTORS

SECTION 1. *Qualifications and Terms of Office:* Only Class A members who are actively employed as golf course superintendents are eligible for election as Officers or Directors of this Association. Officers and Directors ceasing active employment as golf course superintendents may serve for up to six months after cessation of employment.

There shall be an annual election for the following named officers who shall serve on the Board of Directors: President, Vice President and Secretary/Treasurer, who shall hold office for a period of one year or until their successors are elected and qualified and who shall perform the duties hereinafter prescribed for each of such officers.

There shall likewise be elected to the Board of Directors five members of this Association who shall be elected to two-year terms by the membership. An election shall be held each year for those Director positions whose terms are to expire. The Immediate Past President of this Association shall serve as an officer for the term of one year.

The Officers of this Association as hereinabove provided for together with the Directors as constituted shall constitute the Board of Directors of this Association. Each member of such Board of Directors shall be entitled to vote at the meeting thereof and a quorum necessary for the transaction of business shall not be less than the majority of said Board of Directors.

SECTION 2. *Vacancies:* Vacancies occurring in any office or in the Board of Directors of the Association shall be filled by appointment by the President with the approval of the Board of Directors for the unexpired term.

SECTION 3. *Duties and Powers of the Board of Directors:*

(a) The Board of Directors shall have general charge and management of the affairs of the Association.
(b) A two-thirds (2/3) majority of the entire Board of Directors shall be required for the passage of any resolution or decision that will cause or incur any indebtedness that includes the execution of a mortgage or loan document that will carry past the time of the next annual election and thus impact the fiscal responsibilities and options of future boards of directors.

(c) The Board of Directors shall further cause to be made an audit of the Treasurer's books and shall make the audit available to the membership within 150 days of the end of the fiscal year.

(d) The expenses of all members of the Board of Directors incurred while attending to the business of the association shall be paid by the Association upon presentation of an itemized expense account.

(e) Removal: The Board of Directors shall have the power to remove or otherwise discipline any member of the board for violation of Article III, Prohibited Conduct of the Board of Directors Code of Ethics by a majority vote of the Board of Directors as set forth in Article V, Disciplinary Action, of the Board of Directors Code of Ethics.

SECTION 4. Duties of the President: The President shall, during any period when the Board of Directors is not in session, have general charge and supervision of the affairs and property of the Association, subject to such rules and regulations as may from time to time be made by the Board of Directors. This individual shall preside at all meetings of the Association and Board of Directors and shall be an ex-officio member of all committees. This officer shall, from time to time and as often as may be directed, submit reports to the Board of Directors and give such information touching affairs of the Association as may be required, and make such recommendations as he or she may think proper. The President shall appoint all committees or task groups except the Nominating Committee. All appointments to committees or task groups shall be subject to the approval of the President.

SECTION 5. Duties of the Vice President: In case of the absence or inability of the President, the Vice President shall, during the period of such absence or inability, perform the duties required of the President.

In the event the office of President shall become vacant, the Vice President shall perform all duties of the President until the annual election or until a successor shall be duly elected. In the event that both the office of President and Vice President shall become vacant or both officers are incapacitated, then the Board of Directors shall elect one of their members to fill the vacancy of the office of President.

SECTION 6. Duties of the Secretary/Treasurer: The Secretary/Treasurer shall be an officer of this Association and be present at all meetings of the Association and the Board of Directors, and shall be responsible for, and keep a record of, all the transactions at the meetings in a book, belonging to the Association, kept for such purposes. In case of emergency, the President shall have the authority to appoint a temporary Secretary for said meeting.

This officer shall ascertain proper notice, as stated in the Bylaws, has been given for all meetings of the Association and of the Board of Directors and shall be the custodian of corporate records and of the corporate seal, and shall perform all other duties usually performed by the Secretary of a like corporation and such other additional duties as may be required by the Board of Directors.

This officer shall be responsible for all monies, bills, notes, bonds and similar property belonging to the Association and the safekeeping of the same in the name of the Association, subject to such rules
BYLAWS

as may be prescribed by the Board of Directors and shall keep such financial accounts and records as may be required by the Board of Directors, as well as make an annual report and such other reports that may be required by the Board of Directors.

SECTION 7. Position of CEO: The President, with the approval of the Board of Directors, shall employ a CEO who shall be the chief executive officer and an employee of the Association. This person’s function shall be to put into effect the decisions of the Board of Directors, and otherwise advise, promote and carry out the objectives and purposes of the Association, as directed by the Board of Directors. His or her term of employment and compensation shall be decided by the Board of Directors, but in no event can the Board of Directors commit itself to a contract exceeding three years.

ARTICLE VII – COMMITTEES

SECTION 1. Nominating Committee: The Board of Directors shall annually appoint a Nominating Committee, which shall consist of five voting members of this Association.

The names and addresses of the persons appointed shall be provided by the Secretary to each of the Affiliated Chapters at least six (6) months before the annual meeting in each year, so that the Affiliated Chapter may submit to the Nominating Committee the name of one or more of its members who shall also be a member of this Association or any member of this Association for consideration by the Nominating Committee. Other Association members qualified to hold office may also be considered by the Nominating Committee.

The Nominating Committee shall, not less than sixty (60) days prior to the annual membership meeting, present a nominee for President, one or more nominees for the office of Vice President, two or more nominees for the office of Secretary/Treasurer, and at least one more nominee than the number of Directors to be elected. The Nominating Committee shall not nominate any one member for more than one office or Director's position. A copy of such list, properly certified by the Secretary, shall be transmitted to all voting members.

SECTION 2. Other Committees: Nothing herein contained shall be construed to prohibit the appointment of other committees or task groups by the President for the advancement of the Association.

SECTION 3. Limitation of Powers of Committee/Task Group: No committee/task group shall have authority to bind this Association for the payment of money or the performance of any contract, such authority hereby being reserved expressly for the Board of Directors, or the duly authorized and elected Officers of this Association, as may be delegated by the Board of Directors.

ARTICLE VIII – MEETINGS

SECTION 1. Board of Directors:

(a) Regular Meetings: The Board of Directors shall meet at least twice a year. The meetings shall be at the call of the President, who shall transmit the time and place of the meeting to the other members of the Board of Directors at least thirty (30) days prior to said meeting.
(b) **Special Meetings:** Special meetings of the Board of Directors may be called at any time by the President, or shall be called by the President upon the written request of a majority of members of the Board of Directors, specifying the purpose of the meeting. If the President refuses or fails to call a meeting upon such a request, then such special meeting may be called by any four (4) of the Board of Directors. Any special meeting of the Board of Directors may be conducted by a telephonic or electronic means conference, if a majority of the Directors so agree. The time and place of special meetings shall be transmitted to the members of the Board of Directors at least 10 days prior to the meeting.

(c) **Quorum:** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

(d) **Waiver of Notice:** Notice of any meeting of the members of the Board of Directors may be waived by the Director signing and delivering a Waiver of Notice to the Secretary of the Board. A person who attends a meeting without making objection of the failure to have received proper notice of the meeting shall be deemed to have waived such notice.

**SECTION 2. Members:**

(a) **Annual Meeting:** The annual meeting of the members of this Association shall be held at a location and time to be designated by the Board of Directors. Any valid business may be transacted at an annual meeting.

(b) **Special Meetings:** Special meetings of the members may be called by the President upon the request of a majority of the Board of Directors or upon the request of twenty-five percent (25%) of the voting members. At a special meeting, the only business, which may be transacted, is that pertaining to the purpose for which the meeting was called.

(c) **Notice:** Written or electronic notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be transmitted by the chief executive officer to each member at least thirty (30) days before the date of the meeting.

(d) **Quorum:** At any meeting of the association, ½ of the chapters represented by delegate shall constitute a quorum.

**ARTICLE IX – BENEVOLENCE FUND**

**SECTION 1. Creation of Fund:** There shall be a Benevolence Fund which shall be created by allocating a portion of the annual dues paid by the Association's members until the fund shall be equal to the sum of Twenty Thousand Dollars ($ 20,000).

When the fund shall equal, or exceed, the sum of Twenty Thousand Dollars ($ 20,000), then the allocations thereto from the dues aforesaid shall cease until said fund, both corpus and earnings, if any, shall be less than the sum of Twenty Thousand Dollars ($ 20,000), whereupon the Treasurer of the Corporation shall make further allocations.

**SECTION 2. Trustees:** The President, Vice President and Secretary/Treasurer shall act as Trustees of the fund, and the Trustees shall make collection of the requisite percentage of dues to
be applied to this trust and shall during the period for which they are appointed have the sole power for management, distribution and disbursement of the funds. The funds shall be paid at the discretion of the Trustees to any disabled or distressed member.

The provisions shall not be construed to vest in any member, a matter of right, payment of any portion of the interest or principal of the trust fund. The Board of Directors may, from time to time, make recommendations to the Trustees as to the management and distribution of the funds; such recommendations, however, shall be only advisory.

**ARTICLE X – SEAL**

The Secretary of the Corporation shall procure for his or her use a corporate seal, which shall be in the form of a disk, having lettering thereon, which states the corporate name. The corporate name shall be arranged in a circle on the outer edge of the disk, and the seal shall contain such other additional insignia, as the Board of Directors shall approve.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rule of Order, Newly Revised, shall govern the Golf Course Superintendents Association of America in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, and any special rule of order the Golf Course Superintendents Association of America may adopt.

**ARTICLE XII – AMENDMENTS**

**SECTION 1. Procedure:**

(a) These Bylaws may be amended at any annual or special meeting of the members, provided all amendments shall be presented in writing or electronically to the Bylaws Committee at least ninety (90) days in advance of the annual or special meeting and the committee shall submit to the members such proposed amendments the committee approves, at least thirty (30) days in advance of the annual meeting or at least sixty (60) days in advance of a special meeting. The Committee shall also submit to the members at least thirty (30) days in advance of an annual meeting or at least sixty (60) days in advance of a special meeting, its report concerning all proposed amendments to the Bylaws received by the committee. The Bylaws Committee may submit its own proposals for amendments in writing or electronically to the members at least thirty (30) days in advance of an annual meeting or at least sixty (60) days in advance of a special meeting.

(b) Any proposed bylaw submitted to, but rejected by the Bylaws Committee, may be presented at the annual or special meeting to the members provided the proposed amendment is presented to the membership in writing or electronically thirty (30) days in advance of the annual meeting or at least sixty (60) days in advance of a special meeting and is supported by written petition of a majority of the voting delegates.

**SECTION 2. Vote Required:** A two-thirds (2/3) vote of all members present and voting, or represented by delegates, or proxies shall be necessary for the adoption of any amendment.
ARTICLE XIII – INDEMNIFICATION

The Golf Course Superintendents Association of America shall indemnify any and all persons who may serve or have served at any time as officers or directors, and their respective heirs, administrators, successors and assigns, against any and all expenses, including amounts paid upon judgments, counsel fees and amounts paid in settlement (before or after suit is commenced), actually necessarily incurred by such person in connection with the defense or settlement of any claim, action, suit or proceeding in which they, or any of them are made parties, or a party, or which may be asserted against them or any of them, by reason of being, or having been, an officer or director of this Association, except in relation to matters as to which any such officer or director, or former officer or director, shall be adjudged in any action, suit or proceeding to be liable for his or her own acts and omissions arising out of his or her willful misfeasance. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw agreement, or otherwise.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of the Golf Course Superintendents Association of America, after all liabilities and responsibilities have been met, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954, as from time to time amended and in accordance with State law. The Board of Directors shall determine the distribution.
STANDING
RULES
OF
MEMBERSHIP
STANDING RULES OF MEMBERSHIP

1. **General** Article I, Section 1 of the association bylaws states..."the Board of Directors of the Association shall adopt Standing Rules for membership, and shall have the authority to establish qualifications, privileges and dues for all classes of membership, except AA, A, Superintendent Member and C.”

2. **Purpose** The purpose for establishing the GCSAA Standing Rules for Membership is to ensure the fair and equitable interpretation and enforcement of GCSAA membership rules.

3. **Definitions**
   
   3.1. **Golf Course:** A tract of land containing at least 9 holes of golf, with all playing ground, through the green and the putting surface, planted in grass.
   
   3.2. **Facility:** A complex containing at least one golf course. For example, a facility with 18 holes has one course, but a facility with 27 holes has two courses (one 18-hole and one 9-hole).
   
   3.3. **Minimum GCSAA Recognized Golf Course:** The minimum GCSAA recognized golf course must contain 3 holes with all playing ground, through the green and the putting surface, planted in grass and configured such that it can be replayed to form a 9 hole course. Other golf properties may be accepted by petition through the Membership Appeals Task Group.

4. **Job Titles and Designations**
   
   4.1. **Intent:** It is the intent of GCSAA to allow its members to advance in the field of "golf management" and maintain the association privileges they have earned while a superintendent.
   
   4.2. **Certified Golf Course Superintendent:** One who has met and maintained all of the qualifications set forth by the association. (Note: per GCSAA Bylaws & Certification Code of Standards)
   
   4.3. **Golf Course Superintendent:** One who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of the golf course and related equipment. (Note: per GCSAA Bylaws)
   
   4.4. **Entrusted:** The individual employed with the primary responsibility of maintaining the golf course.
   
   4.5. **Owner/Superintendent:** One who owns a golf facility and also serves as the golf course superintendent for that facility.
   
   4.6. **Construction Superintendent:** One who works for a golf course construction company and is responsible for representing the interests of the facilities ownership during the construction process. Note: Class A members who wish to pursue certification must have been responsible for the grow-in of a golf course which complies with the attesting requirements for certification.
4.7. General Manager/Director of Golf: One who is responsible for all facility operations and who has previously had three years of experience as a golf course superintendent.

4.8. Regional Agronomist (including PGA Tour and USGA Agronomists): One who is charged with overseeing the management of multiple golf facilities without having day-to-day responsibility for a specific course by virtue of being employed by a multi-course owner and who have previous experience as a golf course superintendent.

5. Number of Class A or Superintendent Members Recognized at a Golf Facility

5.1. The Board of Directors has established the following criteria for recognizing the number of Class A or Superintendent Members at a golf facility.

5.1.1. 3-9 holes…1 Class A or Superintendent Member.

5.1.2. 18 holes…2 Class A or Superintendent Members, as long as one member can show additional responsibility associated with the facility which entails more than the everyday scheduling and management of the golf course and its personnel.

5.1.3. 27 holes…2 Class A or Superintendent Members.

5.1.4. 36 holes…3 Class A or Superintendent Members, as long as one member can show additional responsibility associated with the facility which entails more than the everyday scheduling and management of the golf course and its personnel.

5.1.5. 45 holes…3 Class A or Superintendent Members.

5.1.6. 54 holes…4 Class A or Superintendent Members, as long as one member can show additional responsibility associated with the facility which entails more than the everyday scheduling and management of the golf course and its personnel.

5.1.7. Individuals requesting additions to the number of Class A and Superintendent Members that can be recognized at a golf facility must submit a written petition to the Director, Member Relations. It is the sole responsibility of the individual submitting the petition to provide the Director, Member Relations with substantial information (facility organizational chart, letter from club’s board of directors, etc.) to prove that one member has assumed additional responsibility associated with the facility which entails more than the everyday scheduling and management of the golf course and its personnel.

5.2. Accepted Additional Responsibilities:

5.2.1. Employed as General Manager, Director of Golf, etc. with responsibility for all aspects of the golf facility, including but not limited to pro shop, food & beverage, etc.

5.2.2. Responsible for the grounds of a resort or housing development or other amenities of the facility above and beyond the golf course property.

5.2.3. Not Qualifying as Additional Responsibilities: in-house golf course construction projects; supervision of contracted golf course construction projects; tennis court, paddleball, swimming pool maintenance, etc.
6. **Board of Directors Membership Designee**  The Board of Directors has designated the Director, Member Relations or designee as their authorized representative for the approval of membership applications.

7. **Application for Membership**  Application for membership shall be submitted on a form approved by the Board of Directors’ authorized membership representative.

8. **Qualifications and benefits of Membership**

8.1. **Class A.**
   - 8.1.1. Minimum of three years’ experience as a golf course superintendent.
   - 8.1.2. Currently employed in such capacity.
   - 8.1.3. Meets all the additional qualifications and continues to fulfill the ongoing requirements as defined in the Class A Code of Standards.
   - 8.1.4. The reclassification form for a Class A member must contain evidence of membership in or intent to join an affiliated chapter and shall maintain such membership thereafter, unless grandfathered per Article I, Section 1 of the Bylaws.
   - 8.1.5. Titles that qualify as being employed in such capacity:
     - 8.1.5.1. All titles as long as the member’s responsibilities comply with the definition of “golf course superintendent,” as defined in Section 4.3 of this code, except for:
       - 8.1.5.1.1. Construction Superintendent: One who works for a golf course construction company and is responsible for representing the interests of the facilities ownership during the construction process. Note: Class A members who wish to pursue certification must have been responsible for the grow-in of a golf course which complies with the attesting requirements for certification.
       - 8.1.5.1.2. General Manager/Director of Golf. One who is responsible for all facility operations and who has previously had three years of experience as a golf course superintendent.
       - 8.1.5.1.3. Regional Agronomist (including PGA Tour and USGA Agronomists): One who is charged with overseeing the management of multiple golf facilities without having day-to-day responsibility for a specific course by virtue of being employed by a multi-course owner and who have previous experience as a golf course superintendent.

8.2. **Superintendent Member.**
   - 8.2.1. Currently employed as a golf course superintendent and has not met the additional requirements for Class A as defined by the Class A Code of Standards.
8.2.2. The membership application of a Superintendent Member must contain evidence of membership in or intent to join an affiliated chapter and shall maintain such membership thereafter, unless grandfathered per Article I, Section 1 of the Bylaws.

8.2.3. Titles that qualify as being employed in such capacity:
   8.2.3.1. All titles as long as the members responsibilities comply with the definition of “golf course superintendent,” as defined in Section 4.3 of this code except for:
   8.2.3.1.1. Construction Superintendent: One who works for a golf course construction company and is responsible for representing the interests of the facilities ownership during the construction process. Note: Class A members who wish to pursue certification must have been responsible for the grow-in of a golf course which complies with the attesting requirements for certification.
   8.2.3.1.2. General Manager/Director of Golf. One who is responsible for all facility operations and who has previously had three years of experience as a golf course superintendent.
   8.2.3.1.3. Regional Agronomist (including PGA Tour and USGA Agronomists): One who is charged with overseeing the management of multiple golf facilities without having day-to-day responsibility for a specific course by virtue of being employed by a multi-course owner and who have previous experience as a golf course superintendent.

8.3. International Superintendent Member
   8.3.1. Employed as a golf course superintendent, course manager or head greenkeeper at a golf course located outside the United States.
   8.3.2. Currently a member of his/her recognized “home” association, if one exists.
   8.3.3. Will be eligible for all benefits/services that are available via the GCSAA website or delivered electronically including the digital version of GCM, in addition to member discounts on educational programs/materials.

8.4. Equipment Manager
   8.4.1. Currently employed as a golf course equipment manager, assistant golf course equipment manager or golf course mechanic/technician.
   8.4.2. Will have all of the privileges of membership except that of voting and holding office.

8.5. Associate Class
   8.5.1. Currently employed by a superintendent on the grounds crew at a golf course
   8.5.2. Individual would not qualify for membership under the Class A, Superintendent Member, Class C or Equipment Manager Bylaw’s definition.
8.5.3. Will have all of the privileges of membership except that of voting and holding office.

8.6. Class E

8.6.1. Employed at a recognized turf management institution or provide education in conjunction with the GCSAA Professional Development Department.

8.6.2. Employed by a governmental agency as an extension officer.

8.6.3. Employed by the USGA as an agronomist.

8.7. Inactive

8.7.1. A member may qualify for inactive status due to unemployment, illness or adverse circumstances upon request of the member and approval of the Board of Directors’ authorized membership representative.

8.7.2. A member can maintain Inactive status for a period not to exceed 36 months from the last date of employment. After the 36-month period, if the individual remains unemployed, he/she will be reclassified to Affiliate status. Extensions may be granted by petition to the Board of Directors’ authorized membership representative in cases of illness or disability. Class A, Superintendent Member and C members shall be granted a one-year grace period before reclassification to Inactive status is required; however that one-year period will be included in the total 36-month allocation.

8.7.2.1. Unemployed: Any member not currently employed in a position that would allow him/her to maintain status in any membership classification.

8.8. Student Membership

8.8.1. Applicant must be a student interested in pursuing a career in the golf course management industry or a recent graduate who is still seeking employment in the golf course management profession.

8.8.2. Applicant must be currently enrolled or a graduate of an institution of higher learning.

8.8.3. Applicant must not be currently employed in a superintendent or assistant superintendent capacity.

8.8.4. Applicants not meeting student status may appeal in writing to the Membership Appeals Task Group.

8.8.5. Student members may retain student membership status for a period not to exceed 24 months past date of graduation provided they are not employed in the golf course management profession.

8.9. Student Web-Only Membership

8.9.1. Applicant must meet and adhere to all requirements for Student membership.

8.9.2. Will be eligible for all benefits/services that are available via the GCSAA website or delivered electronically in addition to member discounts on educational programs and materials.
9. Membership Benefits

9.1. Membership cards

9.1.1. Gold Card: The gold membership card shall be issued to all Class AA, Class A, A-Retired, Superintendent Member, Superintendent Member-Retired and C members.

9.1.2. Green Card: All other classifications of membership shall be issued the green membership card.

9.2. Complimentary Magazine Subscriptions; Class A & Superintendent Members can request to receive two complimentary subscriptions to GCM.

9.3. Dues Term Insurance Program: The dues term insurance program shall be offered to all members who meet the following eligibility requirements: 1) are U.S. citizens or lawful permanent residents as defined by the U.S. Department of State at the time of membership, and 2) are not in the student, affiliate company or Technical Assistance Network membership classifications.

10. Membership Dues

10.1. Effective May 1, 2015 (except EM); the membership dues for each member classification are as follows:

* Class A…$375
* Superintendent Member…$375
* Affiliate…$375
* Affiliate Corporate Company Representative…$300
* International Superintendent Member…$190
* Class C…$190
* Equipment Manager…$95 (effective 1.1.2016)
* Associate…$95
* All Retired classes except Class E Retired…$70
* Class E…$65
* Student…$65
* Class E Retired…$32
* Inactive…$30
* Student Web-Only…$30
* Class AA…$0
* Honorary…$0

11. Membership Renewal

11.1. Membership renewal shall be accomplished on a form approved by the Board of Directors’ authorized membership representative.

11.2. All applicants for renewal shall signify their current position and place of employment on the designated form.
11.3. GCSAA may take membership renewals over the phone. It shall be noted on the member’s record that the renewal was made by phone.

12. Membership Reclassification

12.1. Membership reclassifications shall be accomplished on a form approved by the Board of Directors’ authorized membership representative.

12.2. GCSAA may take membership reclassifications over the phone.

12.3. Class A, Superintendent Member, or C members who lose employment shall have a one-year grace period before membership reclassification is required.

12.4. No retroactive status will be given for a change in classification greater than 45 days from the date of the requested change.

13. Membership Records  Association membership records shall be kept in accordance with the association’s Department Retention Guidelines.

14. Voting Status  A member’s vote will automatically be assigned to the chapter unless the individual member indicates on the appropriate form that he/she wishes to vote as an individual.

15. Appeal Rights and Procedure  In order to protect the due process rights of all individuals, GCSAA provides the opportunity to appeal decisions regarding membership classification, certification and assignment of education or service points and revocation of a member’s access privileges to the gcsaa.org forums.

15.1. The Written Appeal

15.1.1. An individual may appeal the revocation of a member’s access privileges to the gcsaa.org forums, the assignment of education points or any action taken during the application for or renewal of Class A status or certification application by the following basic procedures:

15.1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.

15.1.1.2. The individual filing the appeal should retain a copy of the written appeal.

15.1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.

15.1.1.4. The written appeal must be forwarded to the appropriate committee/task group chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate committee/task group liaison.

15.1.2. For appeals regarding the assignment of education points, the appeal should be addressed to the Professional Development Task Group Chairman.
15.1.3. For appeals regarding membership classification, the appeal should be addressed to the Membership Appeals Task Group Chairman.

15.1.4. For appeals regarding certification, the appeal should be addressed to the Certification Committee Chairman.

15.1.5. For appeals regarding the revocation of a member’s access privileges to the gcsaa.org forums, the appeal should be addressed to the Membership Appeals Task Group Chairman.

15.1.6. The postmark on the appeal shall be the determinant of the date of filing.

15.1.7. It is recommended that the individual filing the appeal request a return receipt from the postal carrier.

15.1.8. A code number will be assigned to the appeal to protect the appellant’s anonymity throughout the process.

16. The Appeal Process

16.1. The first level of appeal shall be the appropriate committee/task group, in care of the committee/task group chairperson.

16.2. After the committee/task group has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.

16.3. Said appeal to the Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee/task group that considered the appeal.

16.4. The Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the Board of Directors shall be final in regard to an appeal.

16.5. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.

16.6. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.

16.7. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA’s review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant’s expense.
GCSAA CODE OF ETHICS

GCSAA's Bylaws, Article III, Sections 2 and 3, authorize the Board of Directors to enforce this Code by procedures established through standing rules for the conduct of such proceedings.

This Code is established to promote and maintain the highest professional standards of service and conduct among the membership of GCSAA. Steadfastly maintaining these principles will accrue to the Membership a level of justly deserved recognition and respect from those who come into contact with any member. Through high regard for and strong enforcement of the Code, membership in this Association will be deemed a significant indicator of individual responsibility, character and professionalism.

Professional courtesies or conduct are set forth in the “Professional Conduct Guidelines” document and should be adhered to by all GCSAA members.

As a member of the Golf Course Superintendents Association of America, I accept and fully agree to abide by this Code and pledge myself to:

1. Recognize and discharge all of my responsibilities and duties in such a fashion as to enhance this Association and my profession.
2. Practice and insist upon sound business and turf management principles in exercising the responsibilities of my position.
3. Utilize frequent opportunities to expand my professional knowledge, thereby improving myself and my profession.
4. Refrain from any unethical act tending to promote my own interest at the expense of the dignity and integrity of the profession.
5. Base endorsements, whether written, verbal, or through any other medium strictly upon satisfactory personal experiences with the product, item or service endorsed.
6. Refrain from encouraging or accepting considerations of any value without the express understanding of all parties that said consideration is available to all persons in similar circumstances, and no gift or consideration is for personal gain to the detriment of the course, my employer or the profession.
7. Recognize and observe the highest standards of integrity in my relationships with fellow golf course superintendents and others associated with this profession and industry.
8. Assist my fellow superintendents in all ways consistent with my abilities.
9. Abstain from making false or untrue statements concerning another superintendent that causes public embarrassment to another superintendent.
10. Lend my support to, and actively participate in, the efforts of my local chapter and National Association to improve public understanding and recognition of the profession of golf course management.
11. Promptly report all known or suspected violations of the Code of Ethics and voluntarily participate as a witness and present information in all proceedings to determine the possibility of a violation of this Code of Ethics.
12. Abstain from applying for or otherwise seeking employment in a dishonest manner. For the purpose of this section of the Code, a member seeks employment in a dishonest manner if he or she does one or more of the following in connection with the prospective employment:

(a) provides false or misleading information to a prospective employer;
(b) makes false, slanderous or defamatory statements concerning a fellow superintendent;
(c) attempts to undermine or improperly influence the staff of a fellow superintendent;
(d) attempts to deceive, mislead or misinform a fellow superintendent’s employer, supervisor or fellow employees;
(e) makes misleading, deceptive or false statements or claims about his or her professional qualifications, experience or performance; or
(f) makes misleading, deceptive or false statements or claims about a member superintendent’s professional qualifications, experience or performance.

13. Refrain from accepting employment, as a consultant, in a dishonest manner. For the purposes of this section of the Code, a consultant accepts employment in a dishonest manner if he or she does one or more of the following in connection with such consulting:

(a) provides false or misleading information to a prospective employer;
(b) makes false, slanderous or defamatory statements concerning a fellow superintendent;
(c) attempts to undermine or improperly influence the staff of a fellow superintendent;
(d) attempts to deceive, mislead or misinform a fellow superintendent’s employer, supervisor or fellow employees;
(e) makes misleading, deceptive or false statements or claims about his or her professional qualifications, experience or performance; or
(f) makes misleading, deceptive or false statements or claims about a fellow superintendent’s professional qualifications, experience or performance.

14. Abstain from conduct constituting a crime under federal, state or local law, the penalty for which is, or may be, imprisonment, including but not limited to crimes of moral turpitude and dishonesty. A member’s conviction of a crime will be considered conclusive evidence that the member committed that crime for the purposes of this Code.

15. Abstain from knowingly making false statements or knowingly failing to disclose a material fact requested in connection with application or renewal for GCSAA membership or for membership in an affiliated chapter.

16. Express professional opinions on technical subjects publicly only when that opinion is founded upon adequate knowledge of the facts and competence in the subject matter.
PROFESSIONAL CONDUCT GUIDELINES
Professional Conduct Guidelines

The following professional conduct guidelines are provided to encourage the highest standards of conduct among the membership of GCSAA. These guidelines are a companion document to the GCSAA Code of Ethics. While the professional conduct guidelines may not be enforced with membership sanctions, these guidelines should nonetheless be promoted, practiced and encouraged by GCSAA members. Non-compliance of these guidelines should be noted, publicized and self-policed by fellow GCSAA members, officials and affiliated chapters to discourage future instances of such noncompliance. In assessing one’s actions, all superintendents should ask the question, “Would my actions meet with the approval of other superintendents?”

1. A member should always contact a fellow superintendent prior to visiting his/her course, regardless of the reason for the visit.
2. Applications for employment should only be sent to an employer if the applicant has contacted the current superintendent to determine whether the position is available, or if the applicant is responding to an ERS Job Posting.
3. A member should only accept an interview for a job currently held by a fellow superintendent if the applicant has contacted the current superintendent to verify the position is open, or if the applicant has learned about the opening in an ERS Job Posting.
4. Members should always adhere to the complimentary golf policies of other golf courses and always give as much advance notice as possible when seeking playing privileges at a fellow superintendent’s golf facility.
5. Members should only accept a consulting assignment at a golf facility if the current superintendent at that facility is aware of such impending consulting activity.
6. Consulting recommendations for a facility should be made in the presence of the current superintendent or written recommendations should be carbon copied to the current superintendent.
7. Members should always conduct themselves in the highest professional manner at all golf-related events and other public events where the member is representing the golf course superintendent profession.
8. A member should not render negative opinions or comments about fellow members.

Members are encouraged to remind fellow superintendents about these courtesies through phone calls, electronic messages and letters. Peer reinforcement of these standards is encouraged.
CLASS A

CODE

OF

STANDARDS
Class A Code of Standards

Chapter 1  Glossary of Terms
Chapter 2  Eligibility Requirements
Chapter 3  Application
Chapter 4  Renewal and Re-Entry Requirements
Chapter 5  Point Descriptions and Values
Chapter 6  Appeal Rights and Procedures
Chapter 7  Revisions and Amendments to this Code
CHAPTER 1
GLOSSARY OF TERMS

Additional Class A Qualifications
In addition to Class A requirements, qualifications which include the completion of ongoing continuing education and service points, and documentation of a current pesticide license (or the passing of a GCSAA IPM exam) during a renewal period.

Appeal Process
A policy put in place for an individual to appeal any action taken during the application for or renewal of Class A status. See Chapter 6 of this code.

Class A Code of Standards
GCSAA’s official document used to govern the administration of Class A requirements for GCSAA members.

Class A Eligibility Worksheet / Reclassification Form
An official GCSAA Class A Eligibility Worksheet or Reclassification form must be completed prior to applying for Class A membership. Along with the worksheet/reclass form, applicants must supply an official college transcript (if applicable).

Class A Member
A golf course superintendent with at least three (3) years’ experience, employed in such capacity and who has complied with all additional qualifications adopted by the membership.

Class A Renewal Cycle
Time period during which a pre-determined number of education and service points, along with compliance with the IPM competency, must be achieved in order to maintain Class A status.

Class C Member
An assistant to a golf course superintendent, presently employed in such capacity.

Community Service
A non-paid (other than minor reimbursement for meals and travel) volunteer position as further defined in Chapter 5 of the Class A Code of Standards.

Contact Hours
A universally accepted measurement of the value of continuing, non-accredited education courses. One education point is equal to 10 contact hours of classroom study.

Deactivate
That which occurs to a Class A member’s renewal cycle upon being reclassed to any classification of membership other than Superintendent Member or who voluntarily leaves the association. Members with a deactivated Class A renewal cycle may not accrue points towards renewing their Class A status.
Dual Membership
A GCSAA Bylaw that requires all superintendents residing within the U.S. except Alaska, who have joined the association after July 1, 1997 to also join a local chapter.

Education Levels

**Bachelor’s Turf/or Plant Science:** A 4-year degree with at least 30 semester hours in golf course/turf related subject matter from an accredited institution.

**Associates in Turf/Plant Science:** A 2-year degree from an accredited institution with at least 15 semester hours in golf course/turf related subject matter.

**2-Year Turf Certificate from 4-Year Institution:** A turf certificate program with a minimum of 650 contact hours.

**Other Bachelor’s Degree:** A 4-year degree from an accredited institution.

**Other Bachelor’s Degree + Associates in Turf/Plant Science:** A 4-year degree from an accredited institution + a 2-year degree from an accredited institution with at least 15 semester hours in golf course/turf related subject matter.

**Other Associate’s Degree:** A 2-year degree from an accredited institution.

**Turf Certificate/ Short Courses (400 hr. minimum):** A turf certificate program with a minimum of 400 contact hours.

**No Degree or Recognized Certificate:** No degree from accredited institution or no turf certificate from a program with a minimum of 400 contact hours.

Education Points
Those points derived from GCSAA pre-approved education events. Education points are based on .1 point per educational contact hour.

Entry Level Requirements
Requirements for individuals applying for Class A membership that set an achievement level representing a combination of golf course superintendent years of experience, education and fulfilling the IPM Competency.

GCSAA IPM Exam
A GCSAA developed exam designed to measure a person’s basic understanding of the characteristics and special requirements for handling and use of plant protectant materials and associated equipment.

GCSAA Transcript
An official member record documenting the accrued education points; service points; and compliance with the IPM Competency.
Golf Course Management Related
Agronomic, business or other professional development relative to managing a golf course or golf facility that are linked to the competencies outlined in the Professional Development Resource.

Golf Course Superintendent
One who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment (GCSAA Bylaws) and as further defined in the GCSAA Standing Rules for Membership.

Grandfathered
Those individuals who were Class A, SM or C members on July 1, 2003 and who are therefore exempt from the education requirement for attaining Class A status.

Inactive Status
An Inactive Member is an individual who, by reason of unemployment, illness or other adverse circumstances, has been placed in this class upon his or her application. Class A members who reclass to Inactive status will have their Class A renewal cycle deactivated until such time as they regain employment as a golf course superintendent.

IPM Competency
All Class A members are required to provide proof of possessing a valid pesticide license/certification or be on record as having successfully passed the GCSAA IPM Exam during their current renewal cycle. All applicants for Class A status are required to provide proof of possessing a valid pesticide license/certification or be on record as having successfully passed the GCSAA IPM Exam at the time of application for Class A status.

Member Relations Committee
The GCSAA committee charged with administering, enforcing and recommending ongoing changes to the Class A requirements contained within the Class A Code of Standards.

PDR
Professional Development Resource is a self-assessment tool that contains the competency model for golf course superintendents, reflecting the key knowledge and skill areas a golf course superintendent needs to perform successfully.

Pesticide License
A document verifying an individual has demonstrated knowledge for the application of pesticides as defined by a particular state, country or governmental agency and is licensed to apply chemicals.

Reactivate
That which occurs to a Class A member’s renewal cycle upon their reclassing back to Class A status, or reinstating their membership in GCSAA. Members with a reactivated Class A renewal cycle may once again begin accruing points towards renewing their Class A status.
**Service Points**
Points awarded for association, civic, community service or other professional development activities as defined within this code.

**Sliding Scale**
The method by which the education and experience requirement for Class A status is calculated. The sliding scale considers an applicant’s education background to determine the number of years of superintendent experience and education/service points needed to qualify for Class A status.

**Student Member**
A turfgrass student currently enrolled in a formal course of education, or has completed his or her formal education less than two (2) years prior to the date of application for membership, provided one’s current employment does not qualify for membership under any other classification.

**Superintendent Member**
To qualify for Superintendent Member membership, an applicant shall, at the time of application, be employed as a golf course superintendent and does not meet the additional qualifications for Class A membership. Superintendent Members shall have all the privileges of the Association, except that of holding office.
CHAPTER 2
ELIGIBILITY REQUIREMENTS

1. Criteria for Eligibility

Eligibility for application to Class A status is specifically restricted to those individuals who are currently employed as a golf course superintendent as defined in the Standing Rules of Membership and who meet the basic criteria as outlined in the following sliding scale.

<table>
<thead>
<tr>
<th>Education</th>
<th>Years as a superintendent to become a Class A</th>
<th>Points to become a Class A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 Bachelor Degree - Turf/or Plant Science</td>
<td>3</td>
<td>3 (Minimum of 2 education points)</td>
</tr>
<tr>
<td>Category 2 Other Bachelor Degree plus: Associate Degree -Turf/Plant Science; or equivalent 2-year Turf Certificate from 4-year institution. (i.e., Michigan State, Penn State)</td>
<td>3</td>
<td>3 (Minimum of 2 education points)</td>
</tr>
<tr>
<td>Category 3 Other Bachelor Degree</td>
<td>4</td>
<td>5 (Minimum of 3 education points)</td>
</tr>
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<td>Category 4 Associate Degree - Turf/Plant Science; or equivalent 2-year turf certificate (i.e., Michigan State, Penn State)</td>
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<td>Category 5 Turf Certificate /Short Courses (400 hr. minimum) (i.e. Rutgers, Penn State World Campus)</td>
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<tr>
<td>Category 7 <strong>No degree or recognized certificate</strong></td>
<td>7</td>
<td>40 (Minimum of 32 education points)</td>
</tr>
</tbody>
</table>

**Individuals applying for Class A status under the “No Degree or Recognized Certificate” category may retroactively receive a maximum of 30 education points from previous golf course**
management related college experience, as well as for extended turf short courses greater than four days and less than 400 contact hours.
1.1.1. **Education Points:** Those points derived from GCSAA pre-approved events. Education points are based on .1 point per educational contact hour.

1.1.1.1. Credit for college courses can only be used once towards meeting eligibility or renewal requirements for Class A and certification.

1.1.1.1.1. Either as part of your degree, which moves you up in the Class A eligibility sliding scale by increasing your level of post-secondary education, therefore decreasing your years of superintendent experience and continuing education requirements, or

1.1.1.1.2. By having individual courses converted to education points to help you meet the eligibility or renewal requirements for Class A and/or certification. Note: If you choose this option for eligibility, you can not later use the degree that completion of the courses earned you, to move to a different category on the entry sliding scale for Class A or certification.

1.1.2. **Service Points:** Those points awarded for association, civic or community service or other professional development activity as defined within this Code.

1.1.3. **IPM Competency:** All applicants for Class A status will be required to provide proof of a valid pesticide license/certification or be on record as having successfully passed the GCSAA IPM exam.

1.2. The definition of “Turf” will be plant science related. All Turf/Plant Science related degrees will be approved by the designated GCSAA staff member, who will determine which category within the sliding scale an applicant will qualify for Class A status.

1.3. Applicants listing superintendent experience prior to the age of 18 must provide a letter verifying the job title, duties and length of employment signed by the owner or president of the golf course or city supervisor of a municipal course.

1.4. Superintendent Members, Class C or Student members can begin accumulating points for entry into Class A status at any time.

1.5. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA’s review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant’s expense.
2. Grandfathering

2.1. All existing Class A, Superintendent Member and Class C members, as of July 1, 2003, were grandfathered into their classification at that time.

2.1.1. Members who were classified as Inactive on July 1, 2003 and who were Class A, Superintendent Member or Class C members prior to becoming Inactive, will be grandfathered into their previous membership classification as long as they reclassify back into that previous classification upon regaining employment or in the case of a Class C member who regains employment as a Superintendent. Members may petition the Member Relations Committee in situations where they are ineligible for grandfathered status.

2.2. All grandfathered Class A members will only be responsible for completing ongoing requirements to maintain their Class A status.

2.3. To qualify for Class A status, grandfathered Superintendent Members and Class C members will be required to:
   - currently be employed as a golf course superintendent.
   - have three years of superintendent experience.
   - earn three points (minimum of two education points).
   - provide proof of possessing a current pesticide license/certification or successfully pass the GCSAA IPM exam.

2.3.1. After attaining Class A status, members will be subject to ongoing requirements as described in Chapter 4, Section 1 of this code.

2.4. Class C members whose membership lapse for more than 12 months shall lose their grandfathered status and as such, will be required to meet the entry level eligibility requirements for Class A as defined in the sliding scale. (Chapter 2, Section 1.1. of the Class A Code of Standards.)
CHAPTER 3
APPLICATION FOR CLASS A STATUS

1. New Member Application Process for Class A Status

1.1. Applicant must submit the completed GCSAA membership application, accompanied by the appropriate membership dues fee.

1.1.1. The Board of Directors has designated the Senior Director, Member Programs or designee as their authorized representative for the approval of membership applications.

1.2. Applicant must also submit a completed GCSAA Class A Eligibility Worksheet or reclassification form; accompanied by the following documentation:

1.2.1. Official college transcript
1.2.2. A Record of all education/service points achieved.
1.2.3. Proof of a current pesticide license/certification or of passing the GCSAA IPM exam.

1.3. Applications for Class A status may require up to 30 days to process.

1.3.1. The date on which an applicant’s Class A Eligibility Worksheet or reclassification form is approved shall constitute the first day of their Class A renewal cycle.

1.3.1.1. Due to varying dates of the GCSAA Education Conference and Golf Industry Show, all individuals joining as Class A in the month of February will have the expiration date of their first five-year renewal period extended to the last day of the month (2/28). Subsequent five-year renewal cycles will run from 3/1 through 2/28.

1.3.2. Applicants will be notified when Class A status is approved.

1.4. Applicants who initially fail to meet all the requirements for Class A status will be classified as Superintendent Members and notified relative to which requirements must be fulfilled prior to achieving Class A.

1.5. An individual denied Class A status may choose to appeal this action to the GCSAA Membership Committee by way of written appeal within 45 days of notification of such action. (In accordance with Chapter 6 of this Code.)
2. **Reclassifying to Class A Status**

2.1. A Superintendent Member requesting reclassification to Class A status may submit a completed GCSAA Class A Eligibility Worksheet or reclassification form at any time accompanied by the following documentation:
   - Official college transcript
   - A record of all education/service points achieved.
   - Proof of a current pesticide license/certification or of passing the GCSAA IPM exam.

2.2. Superintendent Members who fail to meet all the requirements for Class A status will be notified relative to which requirements must be fulfilled prior to achieving Class A.

2.3. An individual denied Class A status may choose to appeal this action to the GCSAA Member Relations Committee by way of written appeal within 45 days of notification of such action.

2.4. Class AA Life, ART and A-RT members who regain employment as a golf course superintendent will be reclassed to Class A status, but will be grandfathered from the Class A entry-level requirements and placed directly into a five-year renewal cycle.

3. **Confidentiality**

3.1. The application and all subsequent related forms, reports and records shall be held by GCSAA in strict confidence. Applicants shall have complete access to all information in their file when requested in writing or in person.

3.2. The results of all administrative action shall be held by GCSAA in strict confidence.

3.3. The application and classification status of an individual may be shared with GCSAA Affiliated Chapters in accordance with the dual membership requirement.

4. **Changes of Information**

4.1. The applicant has a responsibility and burden to notify GCSAA of any changes of information during the application or reclassification process.
CHAPTER 4  
RENEWAL REQUIREMENTS

1. Renewal (ongoing) requirements

1.1. Class A members are required to complete a renewal process in order to maintain Class A status.

1.1.1. A renewal process encompasses a time period equal to 5-years or 1,825 days.

1.1.1.1. During the renewal process, Class A members will be required to obtain a total of five points, which can be derived from a combination of education and service points. A minimum of two points must be education points.

1.1.1.1.1. Education points: Those points derived from GCSAA pre-approved events. Education points are based on .1 point per educational contact hour.

1.1.1.1.2. Service points: Those points awarded for association, civic or community service or other professional development activity as defined in Chapter 6 of this code.

1.1.2. IPM Competency: During the renewal process, all Class A members will be required to provide proof of a valid pesticide license/certification or be on record as having successfully passed the GCSAA IPM exam.

1.2. Class A members who do not achieve the necessary renewal requirements during their renewal time period will be reclassified to Superintendent Member status.

1.2.1. In order to regain Class A status, the Superintendent Member must complete the renewal requirements as outlined in 1.1.1 plus an additional five points (two of which must be educational points). At the time these requirements are met the member will be eligible for Class A status.

1.3. A Class A member, upon being reclassified to any classification of membership other than Superintendent Member, or who voluntarily leaves the association will have their Class A renewal time period deactivated.

1.3.1. Renewal requirements can only be attained during the time period in which a members’ Class A renewal cycle is active.

1.3.2. Upon reclassing to Class A status or reinstating membership to Class A, an individuals Class A renewal time period will be re-activated upon which time they will be eligible to once again attain requirements towards their Class A renewal process.
1.4. Grandfathered Class A members, excluding those who were certified on July 1, 2003, were randomly assigned to one of three pro-rated Class A renewal cycles as of July 1, 2003, as follows:

- Three-year cycle: Member has three years to attain three (3) points, of which a minimum of 1.2 must be education points.
- Four-year cycle: Member has four years to attain four (4) points of which a minimum of 1.6 must be education points.
- Five-year cycle: Member has five years to attain five (5) points of which a minimum of 2 must be education points.

1.4.1. Grandfathered Class A member, upon being reclassed to any classification of membership other than Superintendent Member, who voluntarily leaves the association or whose renewal cycle has expired will have their Class A renewal time period deactivated.

1.4.1.1. Renewal requirements can only be attained during the time period in which a members’ Class A renewal cycle is active.

1.4.1.2. Upon reclassing to Class A status or reinstating membership to Class A, an individuals Class A renewal time period will be re-activated upon which time they will be eligible to once again attain requirements towards their Class A renewal process.

1.4.2. In the event a CGCS allows their certified status to lapse, this individual will be directed to the initial five year Class A renewal cycle (7/1/2003 through 7/1/2008) requiring them to obtain five points within this renewal cycle in order to maintain Class A status.

2. Timely Compliance

2.1. GCSAA will issue Class A renewal notices to all Class A members at designated intervals prior to the end of their renewal time period.

2.2. The burden of timely compliance with all requirements, deadlines and arrangements, as specified in this document, shall be with the individual applicant and will be strictly adhered to.

2.3. It is the individual’s responsibility to notify GCSAA immediately when a change of employment takes place.
CHAPTER 5
POINT DESCRIPTION AND VALUES

1. Education Points

Education points are those points derived from GCSAA pre-approved education events. One education point is equal to 10 contact hours of classroom study. The GCSAA Director of Professional Development and the GCSAA Professional Development Committee shall be the final determiner of the education point value applied to all continuing education evaluated through the official GCSAA Application for Continuing Education and Credit.

Categories that dictate maximum allowable point values have been prorated based on the initial three and four year renewal cycles. (In accordance with Chapter 4, paragraph 1.4)

Education points can be obtained from:

1.1.1. Chapter meetings with pre-approved education: 0.1 education point will be awarded for each hour of education at chapter meetings; chapters must submit an application to GCSAA before the meeting.

1.1.2. Non-GCSAA education programs that are linked to the competencies and have been pre-approved for credit: 0.1 point per hour.

1.1.3. GCSAA-developed programs: 0.1 point per hour.

1.1.3.1. Members will receive credit for attending the same on-site seminar more than once within a five-year renewal cycle. Credit will not be awarded for repeating correspondence/self-study courses within a five-year renewal cycle unless the course has been revised or updated.

1.1.4. Teaching: Members must submit the pre-approved form – a timed lesson plan that is available under the GCSAA My Points tab and from GCSAA’s education department, with a maximum of 2 education points from teaching per renewal cycle. Repeated courses will be counted only once during a five-year renewal period.

1.1.4.1. Teaching seminars earn .15 point per hour (golf course management related courses).

1.1.4.2. Teaching nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour.
1.1.5. Attending nationally accredited college courses (golf course management related): 1.5 points per semester credit hour. Repeated courses will be counted only once during a five-year renewal cycle.

1.1.6. Professional Development Resource (PDR) self-assessment: 0.5 point per renewal cycle.

1.1.7. Development Action Plan (DAP): 0.1 point per year, up to 0.5 per renewal cycle.

1.1.8. Golf Industry Show attendance: 1.5 points per year. Only applies to full pack registrants.

1.1.9. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour with a maximum of 0.7 point per renewal cycle.

1.1.10. First Aid Certification: 0.1 point per hour with a maximum of 0.7 point per renewal cycle.

1.1.11. Certification Attestor (CGCS Only): 0.5 per visit with no maximum.

1.1.12. Judging Certification Portfolios (CGCS Only): 0.5 per completed portfolio as assigned by the Sr. Manager of Certification (must be on Certification Portfolio Review Team)

1.1.13. GCSAA Board or Affiliated Chapter Strategic Planning session: 0.1 point per hour.

2. Service Points

2.1. Service points are points awarded for association, civic, community service or other professional development activities as defined within this code. The GCSAA Senior Manager, Member Relations or designee shall be the final determiner of service point values. Service points can be obtained in the following manner:

2.1.1. For giving an informative speech, a member may receive 0.25 point per presentation that is a minimum of 15 minutes in length. Individuals may only receive credit for giving the same speech one time within a five-year cycle.

2.1.2. Participation on a national committee or resource group: 0.5 point per committee per year of service. Applied by GCSAA at the end of each completed year of service.

2.1.3. Service on GCSAA Board of Directors: 1.0 point per year. Applied by GCSAA at the end of each completed year of service.
2.1.4. Chapter board service: 0.5 point per year of service. Applied by GCSAA at the end of each completed year of service.

2.1.5. Allied/golf/turf/First Tee board service: 0.5 point per year of service, maximum. Applied at the end of each completed year of service.

2.1.6. Chapter/allied/golf/turf committee member (non-board of director’s member): 0.25 point per committee, not to exceed .5 point per year with a maximum of 1.25 points per renewal period. (Certification: 2.5 max per renewal period.). Applied at the end of each completed year of service.

2.1.7. Chapter delegate attending the delegates meeting in Lawrence: 0.5 point per year. Applied by GCSAA.

2.1.8. Published articles in trade or chapter publications: 0.25 point per educational article (400-word minimum) in a publication other than Golf Course Management and .5 point per education article (600-word minimum) in GCM after consultation with GCM staff. An article that runs in more than one publication cannot be submitted for credit more than once. Informational articles, including President’s messages, committee reports, and meeting summaries will not be eligible for service points. Applied once published.

2.1.9. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 1.0 point for initial certification per person and .25 point for each re-certification of golf course, up to a maximum of 1.5 points.

2.1.10. Individual participation in ACSP for Schools: 0.5 point upon completion of established checklist signed-off by sponsoring school.

2.1.11. Completion of the Audubon Signature Program: 2.0 points for initial certification and 0.5 point for each re-certification, up to a maximum of 3.0 points.

2.1.12. Completion of a state environmental stewardship certification program: 0.5 points for initial certification and .25 points for recertification up to a maximum of 1.0 points per renewal cycle.

2.1.13. Technical Assistance Network mentor: 0.75 point per facility with no maximum, must complete checklist and submit follow up work.

2.1.14. Chapter meetings without education: 0.1 service point for each meeting.

2.1.15. Completion of GCSAA ‘designated’ survey(s): 0.25 service points per completed survey.

2.1.16. Community Service, including time served on academic/educational advisory boards: 0.1 point per five hours given to any one community service activity with a maximum of 1.0 point per renewal cycle. Community service work is defined
as a non-paid (other than minor reimbursement for travel and meals), voluntary position. Those areas identified as qualifying for community service activities include school boards/PTOs, career day participation, civic group boards, volunteer firefighters, coaching youth sports, golf course tours, church service, community outreach (other than routine attendance and participation), scouting activities, fundraising/charity work for non-profit community oriented charity organizations and environmental stewardship activities (non-golf). Other community service work may be considered through petition to the Member Relations Committee, in care of the Senior Director, Member Programs. (Certification: max 2.0 points per renewal period.)

2.1.17. GCSAA Superintendent Research Panel: 0.25 service points for initial sign-up onto panel.

2.1.18. Submit an approved case study or best management practice for publication on the EDGE: 0.25 service points per case study following submittal and approval by Environmental Programs Group.

2.1.19. Participation in a media interview relating to the golf course management profession: 0.25 points per interview.

2.1.20. Provide assistance to another golf facility: 0.25 service points per event/activity associated with volunteering at a major golf event or assisting another facility during a time of need.

2.1.21. Participation in environmental advocacy activities: 0.25 service points per event/activity including, but not limited to, attending state or national “Day on the Hill” activities or working with lawmakers on legislative or regulatory issues that impact golf course management.

2.1.22. Participation in GCSAA National Championship and Golf Classic: 0.10 service points for participating in the Four-Ball Mixer; 0.10 service points for participation in the Monday-Only Fun event; 0.20 service points for participating in the National Championship; 0.20 service points for participating in the Golf Classic. Points recorded by GCSAA following the event.
CHAPTER 6
GCSAA UNIVERSAL APPEALS PROCESS

In order to protect the due process rights of all individuals, GCSAA provides the opportunity to appeal decisions regarding membership classification, certification and assignment of education or service points.

1. The Written Appeal

1.1. An individual may appeal the assignment of education points or any action taken during the application for or renewal of Class A status or certification application by the following basic procedures:

1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.

1.1.2. The individual filing the appeal should retain a copy of the written appeal.

1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.

1.1.4. The written appeal must be forwarded to the appropriate committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate committee liaison.

1.1.4.1. For appeals regarding the assignment of education points, the appeal should be addressed to the Professional Development Committee Chairman.

1.1.4.2. For appeals regarding membership classification, the appeal should be addressed to the Member Relations Committee Chairman.

1.1.4.3. For appeals regarding certification, the appeal should be addressed to the Certification Committee Chairman.

1.1.5. The postmark on the appeal shall be the determinant of the date of filing.

1.1.6. It is recommended that the individual filing the appeal request a return receipt from the postal carrier.

1.1.7. A code number will be assigned to the appeal to protect the appellant’s anonymity throughout the process.
2. The Appeal Process

2.1. The first level of appeal shall be the appropriate committee, in care of the committee chairperson.

2.2. After the committee has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.

2.3. Said appeal to the Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee that considered the appeal.

2.4. The Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the Board of Directors shall be final in regard to an appeal.

2.5. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.

2.6. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.

2.7. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA’s review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant’s expense.

CHAPTER 7

REVISIONS AND AMENDMENTS TO THIS CODE

1. Authority

1.1. The authority to revise or to amend this code shall be vested with the GCSAA Board of Directors.

1.2. The GCSAA President may invoke temporary revisions and amendments to this code with immediate effect.

1.3. Revisions and amendments to this code shall be made based on a recommendation from the Chief Executive Officer to the Board of Directors or as a recommendation directly from the Board of Directors and shall be deemed to take effect following approval of the GCSAA Board of Directors.

1.3.1. Individual members who choose to recommend revisions to the GCSAA Class A Code of Standards may do so through the Senior Manager, Member Relations.
CERTIFICATION
CODE
OF
STANDARDS
CHAPTER I
DEFINITIONS

1. **Certified Golf Course Superintendent**

   1.1. “Certified Golf Course Superintendents” are those persons having met and maintained all of the qualifications set forth by the Association (GCSAA Bylaws).

   1.2. “CGCS” shall be the designated abbreviation of “Certified Golf Course Superintendent” and may be used as a standard professional designation.

   1.3. “Permanent Certified Golf Course Superintendent” status applies only to those individuals so designated during the first years of the certification program. Such individuals are listed with GCSAA headquarters. Permanent CGCS individuals will have their CGCS status automatically renewed every five years. Such individuals shall have all rights and privileges of CGCS status.

   1.4. “Retired Certified Golf Course Superintendent” status applies to a member holding the CGCS designation at the time he or she meets the criteria for one of GCSAA’s retired classifications and chooses to reclassify to such classification. Said individual shall be designated as “CGCS Retired” and be exempt from all certification renewal requirements.

2. **Golf Course Superintendent**

   2.1. A “Golf Course Superintendent” is one who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment (GCSAA Bylaws).

3. **Confidentiality**

   3.1. “Confidentiality” of all individual records shall be maintained at all times. All certification forms, examination results, continuing education records, attestors’ evaluations, portfolios and all such other related documents may only be disclosed by GCSAA with the written permission of the individual to whom these documents relate. Individuals may have complete access to their own records when requested in writing or in person. All such information shall be handled as privileged. GCSAA officials shall deal with all such related information among themselves on a strict “need to know” basis only and right of access shall be at the discretion of the GCSAA president. The GCSAA Certification Committee chairman shall be informed of such disclosures.
4. **Education/Service Points**

4.1. Education Point - A measurement of the value of continuing nonaccredited education courses. One Education Point is equal to 10 contact hours of classroom study. Within the GCSAA Certification Program, the GCSAA Director of Education shall be the final determiner of the Education Point value applied to all continuing education offered by GCSAA and other external sources.

4.2. Service Point - Awarded to professional development activities as defined in this code.

5. **Portfolio**

5.1. A portfolio is used as a method of testing soft skills where the correct answers can be a matter of judgment. The components of the portfolio include case studies, skills statements and work samples.

5.2. CPRT – Certification Portfolio Review Team consists of CGCSs trained with the knowledge, skills and abilities to objectively review/judge the certification portfolios.
CHAPTER II
ELIGIBILITY FOR CERTIFICATION

1. Criteria for Eligibility

1.1. Eligibility for application to Certified Golf Course Superintendent status is specifically restricted to those individuals who:

a) are currently employed as a golf course superintendent.

b) meet the basic criteria as outlined in the certification sliding scale. (page 4 of this Code)

c) provide proof of a valid pesticide license or of passing the GCSAA-developed IPM exam at the time of application.

d) have completed a competency self-assessment through GCSAA’s on-line self assessment tool.
<table>
<thead>
<tr>
<th>Level of Education</th>
<th>Years as a superintendent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 1</strong></td>
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<td>Other Bachelor Degree plus: Associate Degree in Turf/Plant Science, or equivalent 2-year Turf Certificate (i.e., Michigan State, Penn State)</td>
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<td>3 (Minimum of 2 education points)</td>
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<td><strong>Category 4</strong></td>
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<td>40 (Minimum of 32 education points)</td>
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</table>

1.1.1 **Individuals entering the certification program under the “No Degree or Recognized Certificate” category may retroactively receive up to 30 Education Points for previous golf course management related college credit hours (1.5 per semester credit hour). This credit will be determined by evaluation of the official college transcript.**

1.1.2 **Individuals entering the certification program under the “No Degree or Recognized Certificate” category may retroactively receive up to 30 Education Points for extended golf course management related short courses equal to or greater than 28 educational contact hours and less than 400. Initial evaluation to determine the Education Point equivalency at .1 per educational contact hour will be conducted by the education...**
1.2. The definition of Turf will be plant science related. All Turf/Plant Science related degrees will be approved by the Sr. Manager of Certification, who will determine what category within the sliding scale an applicant will enter the program.

1.3. Applicants listing superintendent experience prior to the age of 18 must provide a letter verifying the job title, duties and length of employment signed by the owner or president of the golf course or city supervisor of a municipal course.

1.4. The applicant for Certified Golf Course Superintendent status must maintain employment as a golf course superintendent through successful completion of the application process. If during the application process the applicant no longer meets this basic requirement, the application shall be frozen until the applicant once again meets these basic criteria. In such cases the applicant shall exhaust the 12-month application period cumulatively. (See Time Limitations, paragraph 3.4.)

1.5. Applicants changing courses during the 12-month eligibility period and prior to completion of attesting shall have their applications frozen until they have six months tenure at their new golf course. Completion of the entire certification process must not exceed more than two years from the initial date of application approval.

1.6. Individuals applying for certification not currently holding the title of golf course superintendent and are over multi-facilities, must have three years experience as golf course superintendent prior to assuming their current position and must currently have direct or indirect responsibility of golf course maintenance. The construction superintendent must also have primary responsibility for the grow-in of the constructed golf course.

1.7. Individuals with direct or indirect responsibilities over multi-facilities or courses must provide GCSAA a list of their courses. GCSAA will randomly select the course to be attested.
2. **Eligibility for Non members**

2.1 Superintendents wanting to pursue certification status through GCSAA, but choose not to be members of the association, must meet the total tenure requirement of member golf course superintendents, plus earn the number of education points that are defined in the sliding scale. A non member applicant fee, not less than three times the member fee will be assessed.

3. **Time Limitations**

3.1 Each individual application to Certified Golf Course Superintendent status must be reviewed, dated and signed by the GCSAA Sr. Manager of Certification. The applicant thus approved shall have 12 months from such date to successfully complete the certification process.

3.2 Once a superintendent’s application is approved, additional requirements becoming effective after the application is accepted will not apply to such individual provided he or she successfully completes the certification procedure within 12 months.

3.3 Any applicant to Certified Golf Course Superintendent status who fails the application process, and exhausts all subsequent appeals to remain in the application process, must enter a 12-month waiting period in order to reapply for Certified Golf Course Superintendent applicant status. Such a waiting period shall commence on the date of application rejection or final appeal decision.

3.4 If during the 12-month certification application period, an applicant ceases to be employed as a golf course superintendent, his or her application will be placed on hold until such employment resumes. If within 12 months of the hold date of the application the applicant fails to become employed as a golf course superintendent, the application will be deemed expired and the applicant fee forfeited.
CHAPTER III
APPLICATION FOR CERTIFICATION

1. The Application and Fee

1.1. Application to Certified Golf Course Superintendent status must be made on the official GCSAA Educational Requirement Worksheet and the Certification Application form. An official college transcript will be required to verify applicant’s formal education.

1.2. The appropriate member/nonmember application fee and certification portfolio must accompany the submitted application. The fee may be tendered by check, money order or GCSAA designated credit cards. The application will not be processed without receipt of the applicant fee and portfolio.

1.3. The application fee is nonrefundable.

1.4. Check or money order should be made payable to “GCSAA Certification Program” and must be negotiable.

2. Confidentiality

2.1. The application and all subsequent, related forms, reports and records shall be held by GCSAA in strict confidence. Applicants shall have complete access to all information in their file when requested in writing or in person.

3. Changes of Information

3.1. The applicant has a responsibility and burden to notify GCSAA in writing of any changes of information during the application process. That notification should be sent with a return postal receipt requested.

4. Timely Compliance

4.1. The burden of timely compliance with all requirements, deadlines and arrangements shall be with the individual applicant.

5. Improprieties

5.1. If a candidate engages in any form of impropriety during the certification process, the documents in question cannot be scored and the results cannot be accepted. Furthermore, the candidate must appeal to the Certification Committee for re-entry to the Certification Program.
CHAPTER IV
CERTIFICATION PORTFOLIO

1. Portfolio

1.1. A completed portfolio shall be submitted with the initial certification application per the format and guidelines provided.

1.2. The portfolio will consist of work samples, skill statements and case study scenarios.

1.2.1. Competencies to be validated through the portfolio are determined by the certification committee and outlined within the GCSAA online self assessment tool.

1.3. Each portfolio shall be scored separately by two members of the Certification Portfolio Review Team (CPRT) using a scoring rubric as an objective measure.

1.3.1. If both reviewers/judges do not score an item as satisfactory and cannot reach a consensus, a third reviewer will be selected by staff and will be the deciding factor.

1.3.2. Reviewers/judges have a minimum of 30 days from the date they receive the portfolio from GCSAA Headquarters to complete the initial review and/or review of items requested for resubmittal.

1.3.3. Each portfolio item that scores below standards (unsatisfactory) by both judges will be returned to the applicant for additional work and must be resubmitted for a second review.

1.4. Final approval of the portfolio must be obtained within the applicant’s 12-month eligibility period.

1.4.1. Users of the e-portfolio may have one “pre-judging” of up to three items, one work sample, one skill statement, one case study/scenario prior to becoming applicants in the program, providing they have completed over half of the e-portfolio items and have met the experience and point requirements to apply to the certification program.

1.4.2. Rejected portfolio items may be resubmitted three times within the certification applicant’s 12-month eligibility period. If after the third submittal the item(s) is still rejected, the applicant will be removed from the certification process and be required to wait one year before reapplying to the program.
1.5 Individuals re-applying to the certification program who have an approved portfolio on file with GCSAA, will not be required to resubmit another unless at the time of reapplication the content and or requirements of the portfolio has been updated. In such cases, applicants must complete any additional requirements made to the portfolio and submit for the judge’s review and approval.
CHAPTER V
ATTESTOR VISITATION AND PROCEDURE

1. Selecting Attestors

1.1. The selection of designated attestors for certification applicants will be channeled through GCSAA affiliated chapters.

1.2. GCSAA affiliated chapters who are participating in GCSAA’s Certification Program, will appoint a certification attestor liaison to be responsible for appointing two qualified attestors for each certification applicant who is a member of their local organization. The two appointed attestors will be required to visit the applicant’s course to conduct a course evaluation.

1.3. Any certification applicant who is not a member of a participating chapter will have their attestors appointed by the Certification Committee chairman.

1.4. A qualified attestor is any currently active Certified Golf Course Superintendent or any Retired Certified Golf Course Superintendent.

1.5. In cases of hardship (e.g., remoteness of applicant to other certified superintendents) the Certification Committee chairman may elect to appoint two attestors from the following groups of individuals: (1) a club official (green chairman, officer or owner); (2) a university turfgrass educator; (3) a USGA Green Section agronomist; (4) a chapter officer.

2. Change of Attestors

2.1. It shall be the sole responsibility and burden of the applicant to notify individual attestors of any changes in schedule. The applicant shall additionally inform attestors of any changes in information pertaining to the application process.

3. When the Attesting Visit Should Be Conducted

3.1. All golf course attesting visits shall be conducted during the growing season and when the course is open for play. The selected attestors will determine when the valid growing season is in the applicant’s geographical area.
3.2. In cases where construction/grow-in superintendents move on to new locations before courses are open for play, a time period not to exceed six months from completion of grow-in, or course opening, will be allowed to complete the attesting process at the initial course grown-in. This must be completed within the applicant’s 12-month applicant eligibility period.

3.3. Golf course operation visitations by attestors shall not be scheduled for an applicant with less than six months tenure as the golf course superintendent of the golf course to be visited. Such minimum tenure must be applicable to the immediate six-month period prior to the visitation.

4. Scheduling the Attesting Visit

4.1. It shall be the responsibility and burden of the applicant for Certified Golf Course Superintendent status to communicate arrangements and set an appointment for the attestors to make a visitation to the applicant’s golf course operation. All expenses for the attestor visit, if any, shall be borne by the applicant.

5. Eligibility Period

5.1. The attesting process must be completed within the 12-month application eligibility period. Such period commences on the date the application for Certified Golf Course Superintendent status is approved by GCSAA.

5.2. Applicants re-applying to the program who have previously passed the attesting process, will not be required additional attesting.

6. Attestor Evaluation Report

6.1. Each attestor, must agree to accept the professional responsibility in serving as an attestor by signing a separate affidavit stating complete professional integrity while conducting the attesting visit, and shall complete and mail the GCSAA Attestor Evaluation Report to GCSAA Certification Program within five working days after the visitation.

6.2. Attestor evaluation reports received by GCSAA Certification Program later than this section defines may be deemed incomplete or invalid at the sole discretion of the GCSAA Certification Committee.

6.3. The attestor’s conclusion may be communicated to the GCSAA Sr. Manager of Certification verbally. Such verbally communicated conclusion shall be deemed unofficial until confirmed by receipt of the completed attestor evaluation report.
6.4. Upon receipt by GCSAA of both completed attestor evaluation reports, staff will tally and combine rankings of the pass and pass with recommendations from the two reports to determine an overall final score. The overall cumulative score for passing is 85%. A copy of said report withholding attestor identification will be sent to the applicant.

7. Attesting Evaluation Rejection

7.1. In cases where the applicant does not receive a passing score, they shall have the opportunity of a second attesting evaluation after correcting the areas indicated as needing improvement on the attestor evaluation report. Only those areas marked as needing improvement will be reattested. The original attestors must conduct this second evaluation, within the applicant’s growing season and the one-year applicant period. If one or both of the original attestors cannot conduct the second attesting, new attestor(s) will be appointed and will be provided copies of the initial attestor reports for referral prior to conducting the second attesting.

7.2 If a second attesting evaluation is conducted and the applicant fails a second time, the date said applicant is rejected from the application process shall be the date on which the second attesting evaluation took place, or the later date if conducted on two different days. On such date a 12-month waiting period shall commence. That 12-month waiting period must be completed before the rejected applicant can reapply for certification.

7.3. In cases where the applicant fails the attesting process and chooses not to have a second evaluation, the date of rejection from the application process shall be the date on which the attesting visit took place, or the later date if conducted on two different days.

8. Appeal Process for Attesting

8.1. The rejected applicant may, within 45 days of the dated notice of rejection, make a formal written appeal to the GCSAA Certification Committee through GCSAA to have the chairperson of the Certification Committee appoint two appeal attestors.
8.2. If the appeal is accepted, a member of the GCSAA Certification Committee and another Certified Golf Course Superintendent shall be appointed as appeal attesters for an appeals evaluation. When an attesting appeal is scheduled, the original attesters will be notified by GCSAA that an appeal evaluation will be made.

8.3. In the event that the initial appeal is rejected, or that an appeal attester’s visitation concurs with the original attester visitation results, the rejected applicant may, within 45 days of the dated rejection of appeal notification, make a final appeal to the GCSAA Board of Directors. The Board of Directors may reject the appeal or make any determination it desires. In all cases, the final appeals level shall be the GCSAA Board of Directors.

8.4. In cases of appeals to rejection of application outside of the United States of America and Canada, the chairperson of the GCSAA Certification Committee shall render a determination of the rejection based upon the best information available. This determination may be appealed to the GCSAA Board of Directors within a reasonable period of time taking into consideration the timeliness of overseas mail service.

8.5. All appeals regarding attestation shall run concurrently with the 12-month waiting period required before the rejected applicant can reapply for Certified Golf Course Superintendent status.

9. Confidentiality

9.1. The results of all visitations, or subsequent administrative actions, shall be held in the strictest confidence.

9.2. In accepting the serious, professional responsibility as an attester, each attester agrees not to disclose any information on the visitation, or the results of the visitation, to any party other than the applicant for Certified Golf Course Superintendent status and GCSAA.
CHAPTER VI
WRITTEN CERTIFICATION EXAMINATION

1. Content

1.1. Competencies to be validated through the written examination component of the certification process shall be determined by the certification committee and outlined within the GCSAA on-line self assessment tool.

1.2. A written exam blueprint encompassing the number of questions included on the exam for each competency tested, and the distribution of such questions into test sections, shall be determined by the certification committee.

1.2.1. The multiple choice examination is administered in a closed-book format.

1.2.1.1. Applicants may bring an engineering scale ruler and a simple calculator into the exam room. No other electronic devices, including cell phones are allowed. GCSAA will provide the exam, exhibit booklet, exam answer sheets, scratch paper and #2 pencils.

1.2.2. A passing score for each section will be established at the conclusion of the psychometric review process. Such process will take place on an as needed basis.

1.2.2.1. Passing scores will be reported to applicants as pass only. Failing scores will be reported to applicants by percentage.

1.2.3. Applicants shall have six hours in one sitting to complete the entire exam.

1.2.4. Two re-exams will be allowed with proportionate predetermined time limits established for parts not passed.

1.3. Each section of the certification examination shall consist of objective, multiple-choice questions. The answers shall be recorded by the examinee on a separate answer sheet provided.

2. When the Examination should be Scheduled

2.1. The certification examination may be scheduled and taken upon approval of the application for Certified Golf Course Superintendent status.
2.1.1. The certification examination may be taken prior to the completion of the attestor visitation process and/or approval of the certification portfolio.

3. Confidentiality

3.1. The certification examination shall be maintained in the strictest confidence by GCSAA staff. Only the GCSAA Certification Committee and Certification Program personnel shall have access to the examination. The GCSAA Sr. Manager of Certification shall be custodian of the examination and possess sole authority for access to it.

3.2. The examinees will not have access to the examination other than the individual scores and GCSAA shall maintain the results in the strictest confidence.

4. Scheduling the Examination

4.1. The certification examination shall be administered at least once each year at the annual Golf Industry Show.

4.2. GCSAA may also administer the examination as many additional times as it deems feasible.

4.3. In order to sit for the certification examination administered at the Golf Industry Show, applicants for Certified Golf Course Superintendent status must notify GCSAA of their intent to sit for the examination “in writing.” Such notification must be received not later than five weeks prior to the scheduled date the examination is to be administered.

4.4. GCSAA will set intent deadlines for any additional dates it deems necessary to administer the certification examination.

4.5. Each applicant for Certified Golf Course Superintendent status shall have the option of sitting for the examination administered by GCSAA; or the applicant may, as authorized by GCSAA, schedule a local monitor to administer an individual examination.

4.6. In order to properly manage a monitored individual examination option, GCSAA must receive written notification of the applicant’s intent at least three weeks in advance of the desired examination date. An exam will not be mailed out less than seven working days prior to a scheduled exam date, nor will any form of express mailing be used.
5. Examination Monitors

5.1. It shall be the applicant’s sole burden and responsibility to obtain a qualified monitor and to make all scheduling arrangements for the examination to be administered by the monitor. All expenses for such monitor, if any, shall be borne by the applicant.

5.2. Monitors may be arranged through GCSAA to administer the certification examination on an individual applicant basis. Most GCSAA chapters have designated preapproved certification examination monitors. A list of these monitors will be mailed to the applicant upon request.

5.3. A monitor may not be a golf professional, club manager or other professional involved in the turfgrass or golf course industries.

5.4. Past presidents of GCSAA and executive employees of GCSAA chapters may be used as monitors.

5.5. Examples of appropriate prospective monitors include school counselors, librarians, clergymen, attorneys, certified public accountants and faculty members of secondary schools and colleges.

5.6. In all cases, the Sr. Manager of Certification shall be the final approval authority for monitors of the certification examination and may appoint any individual as a monitor on a case-by-case basis.

6. Examination Procedure

6.1. The applicant shall provide identification to the monitor by means of a current GCSAA membership card and a photo identification.

6.2. The examinee may use the continuous six hours allotted for the examination in any combination.

6.3. The examinee may discuss examination procedures with the monitor but may not discuss answers or procedures related to specific questions.

6.4. At the end of the examination time allowed, the monitor shall have the examinee place all examination documents, work notes and answer sheets in an envelope provided for this purpose.

6.4.1. The monitor shall sign a statement provided by GCSAA attesting to the compliance of exam procedures while administering the examination to the applicant. Such statement shall be returned in exam envelope.
6.5. The monitor shall place the preaddressed, postage-paid envelope – return receipt requested, in the postal system for immediate delivery to GCSAA.

6.6. If any questions should arise during the course of the examination period that the monitor needs assistance in answering, the monitor will immediately contact the GCSAA Sr. Manager of Certification.

7. **Use of Translators**

7.1. In cases of difficulty with English language comprehension, a foreign applicant is entitled to use a translator. All costs of such translation shall be borne by the applicant. The translator shall only be allowed to translate the English language examination for the applicant, and shall not be allowed to interpret questions or offer any substantive aid in answering questions.

8. **Grading and Notification of Results**

8.1. The GCSAA Sr. Manager of Certification shall grade the certification examination as soon as practicable.

8.2. The GCSAA Sr. Manager of Certification will notify the examinee of the results of the examination via the postal service as soon as the examination is graded and processed.

9. **Re-examination Opportunities**

9.1. The applicant for Certified Golf Course Superintendent status shall be permitted three separate attempts to pass each part of the certification examination. Each retake attempt must include all failed parts of the examination and must be taken prior to the expiration date of the applicant’s 12-month application eligibility period. (See Eligibility Period 11.1.)

9.1.1 A 60-day waiting period will be required between re-exams.

9.2. Procedures in arranging for all re-examinations are the same as the procedures for the first examination.

10. **Failure to Pass the Examination**

10.1. If the applicant for Certified Golf Course Superintendent status fails any part of the examination for a third time, the applicant shall be deemed rejected from the application process and must enter a 12-month waiting period before the rejected applicant can reapply for Certified Golf Course Superintendent status.
10.2. Such waiting period shall commence on the date any part of the certification examination is failed for the third time.

10.3. Any applicant failing to pass all sections of the exam prior to the end of the 12-month applicant eligibility period, without utilizing all three examination opportunities, may reapply to the certification program no earlier than the last day of the 12-month applicant eligibility period. Said applicant must meet the current eligibility criteria in effect at the time of reapplication. Upon reapplication, said applicant must submit the application fee and begin again with all parts of the exam.

11. Eligibility Period

11.1. All assessments (portfolio, exam, attesting) must be successfully completed within the 12-month application eligibility period. Such period commences on the date the application for Certified Golf Course Superintendent status is approved by GCSAA.
CHAPTER VII
ADMISSION TO CERTIFIED STATUS

1. Duration of Certified Status

1.1. An individual shall be deemed admitted to Certified Golf Course Superintendent status upon the date of notification of admission by the GCSAA Sr. Manager of Certification.

1.2. An individual shall be admitted to Certified Golf Course Superintendent status for consecutive five-year periods.

1.3. An individual is renewed to Certified Golf Course Superintendent status upon approval by the GCSAA Sr. Manager of Certification.

1.4. Upon admission to or renewal of Certified Golf Course Superintendent status, an individual is entitled to all rights and privileges of a CGCS.

1.5 Should a CGCS Retired individual become actively employed and abandon retirement, such individual will be allowed the amount of time from the retirement date to what would have been the five-year expiration date to meet renewal requirements applying to active CGCS status.

1.5.1 Should a retired CGCS choose to continue to meet the renewal requirements for the renewal period he or she was in at the time of retirement, lets the next five-year cycle laps without meeting requirements, then chooses to come out of retirement, said individual may immediately regain active CGCS status on the date he or she regains employment as a superintendent and will begin a new five-year renewal cycle on such date.

2. Use of the CGCS Designation

2.1 Use of the professional designation “CGCS” shall be restricted to those having met the requirements to obtain certified status and continue to meet the on-going renewal requirements every five years as defined by this Code. Restrictions shall be strongly enforced.

2.2 Use of the professional designation “CGCS Retired” shall be restricted to those qualifying for Retired Certified Golf Course Superintendent status and continue to maintain their membership in GCSAA without interruption. Restrictions shall be strongly enforced.
CHAPTER VIII
RENEWAL OF CERTIFIED STATUS

1. Renewal Requirements

1.1. Renewal of active Certified Golf Course Superintendent status shall be required every five years.

1.2. To meet renewal requirements, the CGCS has two options.

Option I – 15 points – (5.0 Education Points minimum)

Option II – 5 points – (2.0 Education Points minimum), plus pass the certification written examination. Three attempts to pass are allowed.

1.2.1 In addition to either option, validation of meeting the IPM competency through possession of a valid pesticide license, or by taking the GCSAA IPM exam every five years is also required.

1.3. All points must be earned within the dates of the CGCSs five-year certification period to apply toward completion of the renewal requirements. Any number of points in excess of the amount required for renewal will not be carried over to help meet the requirements for the next five-year period.

1.4. Due to the varying dates of the GCSAA Education Conference and Golf Industry Show, all individuals certifying in the month of February will have the expiration date of their first five-year renewal period extended to the last day of the month (2/28). Subsequent five-year renewal cycles will run from 3/1 through 2/28.

1.5. Members will receive points for attending the same on-site seminar more than once within a five-year renewal cycle. Points will not be awarded for repeating correspondence/self-study courses within a five-year renewal cycle unless the course has been revised or updated.
Education Point Categories

1. Chapter meetings with pre-approved education: 0.1 education point will be awarded for each hour of education at chapter meetings; chapters must submit an application to GCSAA before the meeting.

2. Non-GCSAA education programs that are linked to the competencies and have been pre-approved for credit: 0.1 point per hour.

3. GCSAA-developed programs: 0.1 point per hour.

4. Teaching: - Members must submit the pre-approval form—a timed lesson plan that is available on GCSAA Member Central and from GCSAA’s education department with a maximum of 6 points from teaching per renewal cycle. Repeated courses will be counted only once during a five-year renewal cycle.
   - Teaching seminars earn .15 point per hour. (golf course management related courses)
   - Teaching nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour.

5. Attending nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour. Repeated courses will be counted only once during a five-year renewal cycle.

6. GCSAA’s online self-assessment tool: 0.5 point per renewal cycle.

7. Golf Industry Show Attendance: 1.5 points per year – only applies to full pack registrants.

8. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour, with a maximum of 0.7 per renewal cycle.

9. First Aid Certification: 0.1 per hour, with a maximum of 0.7 per renewal cycle.

10. GCSAA/Chapter Board Strategic Planning sessions: 0.1 point per hour.

11. Certification attester: 0.5 point per visit with no maximum.

12. Judging certification portfolios - .5 per completed portfolio as assigned by the Sr. Manager of Certification. (Must be a CGCS on the CPRT (Certification Portfolio Review Team.)
Service Point Categories

1. For giving an informative speech, a member may receive 0.25 point per presentation that is a minimum of 15 minutes in length. Individuals may only receive credit for giving the same speech one time within a five-year cycle.

2. Participation on a national committee or resource group: 0.5 point per committee per year of service, per committee with a maximum of 2.5 points per renewal period. – Applied by GCSAA at the end of each completed year of service.

3. Service on GCSAA Board of Directors: 1.0 point per year. – Applied by GCSAA at end of each completed year of service.

4. Allied/golf/turf officer/board of directors or First Tee board service: 0.5 point per year of service, maximum. – Applied at end of each completed year of service. Affiliated Chapter board points are applied by GCSAA – no point maximum.

5. Chapter/allied/golf/turf committee member (non-board of directors member): 0.25 point per committee – not to exceed .5 point per year with a maximum of 2.5 points per renewal period. – Applied at end of each completed year of service.

6. Chapter delegate attending the delegates meeting in Lawrence: 0.5 point per year. Applied by GCSAA.

7. Published articles in trade or chapter publications: 0.25 point per educational article (400-word minimum) in a publication other than Golf Course Management and .5 point per educational article (600-word minimum) in GCM, after consultation with GCM staff. An article that runs in more than one publication cannot be submitted for credit more than once. Informational articles including president’s messages, committee reports and meeting summaries will not be eligible for service points. – Applied once published.

8. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 1.0 point for initial certification per person and .25 point for each re-certification of golf course, up to a maximum of 1.5 points.

9. Individual participation in ACSP for Schools: 0.5 point upon completion of established checklist signed off by sponsoring school.

10. Completion of the Audubon Signature Program: 2 points for initial certification and .5 point for each recertification, up to a maximum of 3 per renewal cycle.
11. Technical Assistance Network mentor: 0.75 point per facility with no maximum, must complete checklist and submit follow up work.

12. Chapter meetings: 0.1 service point for each meeting without pre-approved education.

13. Community Service, including time served on academic/educational advisory boards: 0.1 point per five hours given to any one community service activity with a maximum of 2.0 points per renewal cycle. Community service work is defined as a non-paid (other than minor reimbursement for travel and meals), voluntary position. Those areas identified as qualifying for community service activities include school boards/PTOs, career day participation, civic group boards, volunteer firefighters, coaching youth sports, golf course tours, assist another golf facility, church service – community outreach (other than routine attendance and participation), scouting activities, fundraising/charity work for non-profit community oriented charity organizations and environmental stewardship activities – non-golf. Other community service work may be considered through petition to the membership committee, in care of the Director of Member/Chapter Services.

14. Completion of a state environmental stewardship certification program; 0.5 points for initial certification and .25 points for recertification, up to a maximum of 1.0 points per renewal cycle.

15. Participation in a media interview relating to golf course management profession - .25 points per interview.

16. Completion of GCSAA designated surveys - .25 points for each completed survey.

17. Participant on Superintendent Research Panel - .25 points for initial sign-up on panel.

18. Submittal of “case study” or “BMP” for EDGE. - .25 points upon submittal and approval.

19. Provide assistance to another golf facility - .25 points per event/activity.

20. Participation in environmental advocacy activities - .25 points per event/activity.

21. Participation in GCSAA National Championship and Golf Classic: 0.10 service points for participating in the Four-Ball Mixer; 0.10 service points for participation in the Monday-Only Fun event; 0.20 service points for participating in the National Championship; 0.20 service points for participating in the Golf Classic. Points recorded by GCSAA following the event.
2. **Responsibility**

2.1. It shall be the individual Certified Golf Course Superintendent’s responsibility and burden to assure that all requirements and deadlines for renewal of certification are complied with as required by this code.

2.2. The CGCS may be required to provide supporting documentation of service point professional development activities at the time of recertification application.

2.3 GCSAA will abide with a policy to notify certificants of upcoming renewal dates through a 13-, three- and one-month notice, prior to the certification renewal expiration date. The three-month notices will be sent certified mail. Electronic mail and/or USPS will be utilized for the 13-month and one-month notices.

3. **Failure to Renew**

3.1. If an individual Certified Golf Course Superintendent fails to comply fully and completely with the requirements for renewal of certification, such individual shall be deemed officially dropped from Certified Golf Course Superintendent status.

3.2. Individuals dropped from Certified Golf Course Superintendent status for failure of renewal of certification must reapply under the requirements and eligibility criteria in effect at the time. No waiting period is required.

4. **Renewal Fee**

4.1. Individuals who are within 13 months of the expiration date of their five-year certification period may apply for renewal of certification on the official form accompanied by a check, money order or GCSAA designated credit card in the amount of the renewal application fee.

The renewal application and fee must be received in GCSAA headquarters prior to an individual’s expiration date. Renewal applications received after the expiration date will not be processed.

5. **Employment Outside of the Profession**

5.1. An individual who becomes employed in a position other than as a golf course superintendent may retain CGCS status. The individual must continue to fulfill renewal requirements.
CHAPTER IX
GCSAA UNIVERSAL APPEALS PROCESS

1. The Written Appeal

1.1. An individual may appeal the assignment of education points or any action taken during the application for or renewal of Class A status or certification application by the following basic procedures:

1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.

1.1.2. The individual filing the appeal should retain a copy of the written appeal.

1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.

1.1.4. The written appeal must be forwarded to the appropriate committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate committee liaison.

1.1.4.1. For appeals regarding the assignment of education points, the appeal should be addressed to the Professional Development Task Group Chairman.

1.1.4.2. For appeals regarding membership classification, the appeal should be addressed to the Membership Appeals Task Group Chairman.

1.1.4.3. For appeals regarding certification, the appeal should be addressed to the Certification Committee Chairman.

1.1.5. The postmark on the appeal shall be the determinant of the date of filing.

1.1.6. It is recommended that the individual filing the appeal request a return receipt from the postal carrier.

1.1.7. A code number will be assigned to the appeal to protect the appellant’s anonymity throughout the process.
2. The Appeal Process

2.1. The first level of appeal shall be the appropriate committee, in care of the committee chairperson.

2.2. After the committee has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.

2.3. Said appeal to the Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee that considered the appeal.

2.4. The Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the Board of Directors shall be final in regard to an appeal.

2.5. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.

2.6. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.

2.7. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA’s review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant’s expense.

CHAPTER X
REVISIONS AND AMENDMENTS OF THIS CODE

1. Authority

1.1. The authority to revise or to amend this code shall be vested with the GCSAA Board of Directors.

1.2. The GCSAA President may invoke temporary revisions and amendments to this code with immediate effect.

1.3. Revisions and amendments to this code shall be deemed to take effect following approval of the GCSAA Board of Directors.
GCSAA BOD

SELF-GOVERNANCE

POLICY
BOARD OF DIRECTORS SELF-GOVERNANCE POLICIES

GCSAA’s success in achieving its mission depends on the involvement of volunteer members. To ensure that members are able to serve effectively, without regard to personal circumstance, the association provides significant support to GCSAA board members.

Note: For purposes of all the board policies and standard operating procedures, the Immediate Past President shall be considered an officer.

Fiduciary Responsibilities

Service on the Board of Directors of GCSAA is a position of trust bestowed upon an individual by the voting members of this Association. It is a position that requires that an officer and director conduct themselves in a manner consistent with a position of integrity and trust. The membership of GCSAA must be assured of the integrity and objectivity of present and future board members in policy matters on behalf of all the membership.

Fiduciary Duties

Directors and officers of GCSAA stand in a fiduciary relationship to the organization. This relationship imposes upon them a duty to manage the affairs of the organization in the best interests of the organization and its members. Their fiduciary duties include an obligation to keep them informed of the organization’s affairs and to exercise reasonable diligence in managing the organization’s business for the benefit of all members.

1. Liability. No board member shall be liable for the acts or failure to act of any other member, director, officer or employee of GCSAA. Nor shall any board member be liable for monetary damages for breach of fiduciary duties, provided that such liability does not arise: (a) from breach of a board member’s duty of loyalty to GCSAA, (b) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, or (c) from any transaction from which a board member derived an improper personal benefit, or as otherwise set out in K.S.A. §17-6002(b)(8) and §60-3601.

2. Liability Coverage. The association shall purchase an insurance policy of professional liability that covers all officers and directors.

3. Confidentiality. Officers and directors have a duty not to disclose the confidences of fellow board members, discussions from any board meeting and how any board member voted on any issue to any person so as to impair or undermine the ability of the Board of Directors to properly function.

4. Unanimity of Voting. The Board of Directors of GCSAA has a fiduciary responsibility not only to the members of the association, but also to the members of the board itself. Therefore, when propositions or motions are made, each board member shall be given adequate time to express their opinion either for or against such proposals. When the question is called and vote is taken, each board member
shall have the option of voting yea, nay or abstaining. Board members have an obligation to support the vote of the body during and after the meeting even if the vote is contrary to the board member’s point of view.

5. **Conduct Concerning Commercial Endorsement.** In an effort to avoid any appearance of impropriety or the loss of the ability to make objective decisions every board member should absolutely refrain from appearing in any advertisement or using their position to endorse commercial products of any kind. It is also declared to be a policy of this board that after the individual ceases to be a board member that they should not use their former title of officer or director or any reference to previously being on the board of directors of GCSAA in any advertisement or endorsement of a commercial product.

6. **Ineligibility for Awards.** Members of the Board of Directors and their families (including grandchildren) are not eligible to receive awards or scholarships or win contests sponsored or administered by GCSAA or The Environmental Institute for Golf during their board service. This ineligibility also applies to Board of Directors’ significant others and their families.

**Board Meeting Minutes**

Board members shall receive a copy of the minutes of each board meeting during their board tenure.

1. It shall be the responsibility of the Secretary/Treasurer of GCSAA to promptly notify the Board of Directors of all board actions between board meetings, including the tally of individual votes and recording such actions into the minutes of the next board meeting.

2. Voting members of GCSAA shall be permitted, for a purpose related to the business of GCSAA, to view the minutes of any board meeting in person at GCSAA headquarters. Members shall not be permitted to make copies of any board meeting minutes or remove the minutes from the headquarters.

**Finance Committee**

The primary purpose of the Finance Committee is to spend dedicated time, periodically throughout the year, on the financial oversight of the organization. This will allow more in-depth discussion on related issues.

1. **Composition.** The committee will consist of the board of directors, plus the CEO and CFO.

2. **Meetings and Communication.** It is anticipated that the committee will meet every quarter, principally by conference call. The chair will determine the need for any physical meetings. This approach will enable better management of volunteer time and travel, as well as the professional fees of the independent auditor and investment consultant. Electronic communication will be the preferred means of communication.
3. **Duties.**

3.1. Apply the “prudent person rule,” or simply good business judgment in all financial oversight matters.

3.2. Annually review all significant aspects of financial and investment policy, including among others, financial reporting policies, allocation and investment vehicle guidelines, and others.

3.3. Annually review the scope of the independent auditor’s work (certified public accounting firm), previous year’s performance, their reports, findings and recommendations. Make appropriate recommendations to the Board of Directors regarding any engagement of the independent auditor.

3.4. Review investment performance on a quarterly basis, and consider meeting with individual investment managers on a rotating basis.

3.5. Look to the independent auditor, independent investment consultant and CFO to identify issues that warrant consideration, and then give due deliberation.

3.6. Over an appropriate time horizon, three to five years, evaluate the performance of the independent investment consultant and managers against established benchmarks.

3.7. Communicate well-reasoned findings and recommendations to the Board of Directors so that appropriate actions can be taken.

3.8. Establish a disciplined agenda, and schedule for the year, to address recurring quarterly and annual issues. This still allows for spontaneous issues to be addressed as needed.

**Membership Dues Review**

1. The Board of Directors shall review membership dues for classifications A, Superintendent Member and C a minimum of every two years.

2. The review shall occur as part of the annual business plan and budget setting process.

3. Factors to be considered in the review process are other non-dues revenue sources, the association’s financial position and other general economic projections.

4. Projected amount and use of the investment reserves will be emphasized in the review.

5. The preferred range for the potential dues increase would be calculated using the published CPI for the preceding 24 months, rounded up to the nearest $5. However, if the need exists, a potential dues increase could exceed the 24-month CPI amount.
6. Any adjustment to these classes of dues would require a vote at the following year’s annual meeting.

7. The decision and communication of the dues increase must be timely in order to comply with notice of annual meeting provisions. The 24-month CPI shall be reported at the annual Chapter Delegates Meeting, and any potential dues increase shall be presented for discussion at the Chapter Delegates Meeting.

8. The targeted implementation date would be May of the year in which the annual meeting is held.

**Campaigns and Elections**

GCSAA recognizes the importance of providing the membership with information about the board’s needs, the direction of the organization and candidates’ qualifications so that the members can make informed choices during the election process.

**Campaign Policies and Procedures**

The following policies and procedures provide guidance for GCSAA board members, candidates and chapter delegates in conducting appropriate campaigns.

1. **Campaign Calendar.** Those nominated for office shall not actively campaign until the Nominating Committee has formally approved and submitted a list of candidates to the GCSAA Secretary/Treasurer for confirmation.

2. **Campaign Events.** Board candidates and all chapter delegates shall attend the annual Chapter Delegates Meeting.

   2.1. **Chapter Delegates Meeting.** All candidates selected by the Nominating Committee shall attend the Chapter Delegates Meeting. Candidates will be provided a forum to give a short presentation and an extended question-and-answer session with the chapter representatives. Candidates will be allowed to distribute campaign literature only during the question-and-answer portion of the “Meet the Candidates” session.

3. **Communication and List Distribution.** The following information will be provided to candidates and delegates to promote communication between delegates and the board candidates.

   3.1. **Voting Delegate Lists to Candidates.** GCSAA headquarters will furnish all candidates with rosters of both voting delegates and alternate delegates as soon as they are identified. The rosters will be provided as a data file with preferred mailing addresses, e-mail addresses and phone numbers.

   3.2. **Voting Strength Reports.** Delegates and chapters have access to their voting rosters via the GCSAA web site throughout the year, as well as a summary of their chapters’ voting strength. Candidates will be provided a summary of all chapters’ voting strengths prior to the annual meeting.
4. **Board Conduct During Campaigns.** In order to facilitate harmony on the GCSAA Board of Directors, and to promote a positive image of the board to membership, no board member shall make any statement or statements regarding their “individual or the board’s position” relative to the merits of any candidate for GCSAA office.

**Annual Meeting and Elections**

GCSAA annual meetings will be held in conjunction with the Golf Industry Show with the time and location to be designated by the Board of Directors. In the event that the Golf Industry Show is not held in a given year, the board will designate a time and place for an annual meeting in that year.

1. **Required Attendance.** All candidates and voting delegates shall attend the GCSAA Annual Meeting and Election. Delegates shall represent and cast the votes of their eligible chapter members.

2. **Assignment of Proxies.** Members of the Board of Directors shall not solicit nor cast any proxy votes for dues increases or bylaws amendments. Nor shall they solicit proxies for candidates other than themselves. If a board member receives a proxy, they shall sign the proxy over to their chapter’s voting delegate. Non-board candidates can solicit proxies on their own behalf; but must assign all proxies to their chapter voting delegate or a registered individual voter, unless they are registered as an individual voter.

3. **Taking Office.** Officers and directors elected at the annual meeting shall take office immediately following adjournment of that meeting.

**Resignation Policy**

Any board member who resigns their office shall relinquish all rights and privileges of board membership.

1. **Committee Appointment Option.** The president has the prerogative to appoint a resigning board member to fulfill committee service as a committee or task group member.

2. **Responsibility for Charges.** Any charges to a GCSAA credit card following the resignation of a board member shall be the personal responsibility of that individual.

3. **Appointment of Successor.** Vacancies occurring in any office of the Board of Directors of the Association shall be filled by appointment by the President with the approval of the Board of Directors for the unexpired term.
Representation and Travel

It will be the responsibility of board members, and sometimes their significant others, where appropriate to represent the association.

Board Representation Policy

The board representation chart indicates who will represent the association at particular events. If any issues are known to be of particular interest to the constituents at the event, staff will provide background information or talking points to the board members attending the event, as appropriate.

1. A majority of the Board of Directors must approve any representation not listed. If standard operating procedures for such approval are not followed, the officer or director may be held personally accountable for the expenditures by a majority vote of the Board of Directors.

2. Because events typically attended by the President may change dates from one year to the next, the President will represent the association only once per event, unless otherwise approved by a majority vote of the Board of Directors.

3. Substitutes will be selected in the order of Vice President, then Secretary/Treasurer. If none of the officers can attend, a substitute will be chosen with approval of the majority of the Board of Directors.

4. GCSAA will pay expenses for board members’ significant others to attend events and meetings as specified on the attached list. If a substitute is selected to represent the association, this policy applies to the substitute’s significant other. Other expenses for family members or guests of board members will not be paid by GCSAA. Board members will receive 1099 forms for all significant other travel expenses that are paid by GCSAA.

International Invitation Policy

When GCSAA is invited to participate in an international event, the Board of Directors will review the CEO’s recommendation when deciding whether or not to send a board member, using the following criteria:

1. Which association or organization is extending the invitation?

2. What is the significance and prestige of the event?

3. What opportunity exists for GCSAA to interface with current members, potential members and other officials during the event?

4. What additional business could be advanced while representing GCSAA at the event?

5. What are the time, budget and availability constraints?
Travel and Expense Policy

Travel arrangements for GCSAA business should be made to ensure the best rates. For overseas travel, depending on the event and schedule, the Board can authorize business class airfare on a case-by-case basis. GCSAA will pay the expense for airline club memberships for officers and directors during their terms of office. GCSAA will reimburse the board member’s actual and reasonable expenses incurred during travel on association business per the policy guidelines.

1. No reimbursement will be issued without a properly authorized expense report. If no expense report is filed within 30 days of the last day of the trip, the CFO and/or Secretary/Treasurer will contact the board member to discuss resolution or other actions to be taken.

2. Individuals traveling on GCSAA business should request and consider the lowest available upgradable airfare in the appropriate class of service. Board members may request more convenient flight times to minimize layovers and time away from work. Board members are not expected to stay over simply to obtain a lower airfare.
   a. Board members and their significant other have the option to upgrade to first-class for domestic flights (business class for international flights) only by using any previously earned upgrades or frequent flyer miles, except that officers may upgrade to business or first-class tickets at GCSAA expense, using the most cost-effective method available, when traveling on the same flight as their employer in instances when GCSAA pays for first-class travel for the employer.

3. Expenses associated with changing tickets, except to fulfill the requirements of the board member’s employer or unforeseen circumstances; will be the responsibility of the individual traveler. GCSAA will pay for ticket changes for earlier flights when a meeting adjourns earlier than expected.

4. Board members who rent cars while traveling on association business should carry GCSAA’s Automobile Insurance Identification card. Collision damage provisions or programs offered by car rental companies should be waived.

5. Newly elected directors will be reimbursed for their expenses starting after the annual meeting and will be reimbursed for additional travel expenses from that point on to their home.

6. Board members are encouraged to minimize meal expenses. Expenses for meals, cocktails, wine, mini-bar, service charge, tip, tax, etc., should not exceed $100 per day. The $100 per day maximum shall be considered cumulative over the span of each event. The $100 per day maximum may be exceeded in locations where costs are significantly higher to conduct business. The per diem should be reviewed periodically to insure it is a sufficient amount.
7. Approved expense reimbursement for those items considered income by the I.R.S. will be grossed-up for taxes using a standard thirty-three percent (33%) income tax rate. The honorarium presented to the Past President is an exception since it has already been grossed-up for taxes.

8. GCSAA will not reimburse or be responsible to board members or significant others for expenses such as childcare, pet care or other costs associated with being away from the home or workplace.

9. GCSAA will pay for caddy fees at GCSAA-sanctioned events.

**GCSAA Credit Card Policy**

GCSAA credit cards are issued to each board member for GCSAA purposes only. Board members may spend their own funds or use their own credit cards while traveling on GCSAA business or performing responsibilities on behalf of GCSAA.

1. The Board Event Liaison will prepare a report of any charges more than 30 days old that have not been reflected on an expense report. This report will be sent to the board member to assist in filing the expense report. Additionally, at each Board Meeting a travel variance report and summary of timely submission of expense reports will be prepared for the Secretary/Treasurer.

2. If no expense report is filed within 30 days of receiving the report from the Board Event Liaison, along with a copy of the credit card statement, the CFO and/or Secretary/Treasurer will contact the board member to discuss resolution or other actions to be taken.

**Entertainment Expense Policy**

On occasion, it may be appropriate for an officer or director to incur entertainment expenses for a bona fide business purpose while representing GCSAA. Examples include meals and social events that further the mission, vision, goals and established policies of the association. Each board member should refrain from any activity that may detract from or give the appearance of detracting from the mission, vision, goals and established policies of the association.

1. The President must approve these occasions before the expense can be approved.

2. Should any director or officer violate this privilege, such privilege may be suspended by a majority vote of the Board of Directors, and any subsequently incurred expenses will be the individual’s personal responsibility.
Travel Accessory Policy
The association provides luggage and accessories to ensure that board members traveling on GCSAA business project a polished and professional image that reflects well on GCSAA and the golf course management profession.

1. Each board member will have the option of receiving travel accessories (with GCSAA logo) that meet their individual needs upon election to the Board of Directors. Standard travel accessories include:
   - Long garment cover
   - Wheeled garment bag
   - Expandable upright
   - Wheeled business case or backpack
   - Travel golf bag with travel cover
   - Golf accessories

2. Each item of the travel accessory set can be replaced as needed throughout the individual’s term on the Board of Directors. The board member may purchase replacement items on their own to include pieces that are appropriate for travel needs, or the Board Event Liaison can provide a replacement similar to the original piece. Replacement costs should not exceed an average of $1,800 over a three-year period.

Clothing Allowance Policy
The association provides clothing allowances, in lieu of uniforms, to ensure that board members representing GCSAA project a polished and professional image that reflects well on the association and the golf course management profession. Board of Directors traveling in an official capacity shall wear either professional dress of GCSAA logoed attire.

1. Each officer will receive a $1,500 annual clothing allowance.

2. Each director will receive a $1,000 annual clothing allowance.

3. Apparel. In addition to the board clothing allowance, each board member shall select GCSAA merchandise up to $500 annually, to enhance and promote the image and branding of the association. No portion of the $500 left unspent in a year may be carried over to a subsequent year.

Official GCSAA Stationery Policy
The association provides board members with personalized, GCSAA-logo business cards and stationery, to ensure that they project a polished and professional image that reflects well on GCSAA and the golf course management profession.

1. The official GCSAA letterhead paper listing the Board of Directors should be used only for official, authorized purposes. Officers are delegated certain responsibilities and authorities by the bylaws of the association. An officer may
use official letterhead only for matters that are within the scope of their authority as granted by the bylaws.

2. A director has no authority as an individual to speak for the association. Only the Board of Directors as a body has such authority, unless there has been specific delegation of authority, by resolution of the Board of Directors, to that individual board member.

3. Individual board members may use the personalized, GCSAA-logo stationery for any routine correspondence concerning association matters.

4. The association provides past presidents retiring from the Board of Directors one order (quantity 500 each) of stationery, second sheets, envelopes and business cards. Past presidents may order additional supplies of stationery and business cards from GCSAA at no cost.

**Standard Operating Procedures**

1. **Approval of Board Representation at Events.** The annual operating budget shall include travel and expenses for the events and participants listed on the board representation chart.

   1.1. A detailed list must be placed in the budget for any event not specified on the board representation chart. These events must be clearly identified in the budget for approval by the Board of Directors.

   1.2. After the budget is approved, additional board travel should be documented, clearly identifying the purpose of the additional travel (e.g., the presence of additional board members would be advantageous at a listed event, or it would be beneficial for GCSAA to be represented at a non-listed event).

2. **Masters Housing.** The GCSAA officers and Chief Executive Officer shall be guaranteed space at the house.

   2.1. Other current GCSAA board members and key staff who are conducting GCSAA business at the Masters shall have first priority for lodging at the GCSAA house for the duration of their official GCSAA business.

   2.2. The President’s significant other may stay at GCSAA’s rental house at the Masters with the President.

   2.3. The President may invite additional business guests to stay at GCSAA’s rental house at the Masters, within the limits of space available. The officers must approve any and all such guests before an invitation may be issued. All guests of the GCSAA President shall be responsible for making their own travel arrangements, paying for all their own expenses and respecting the privacy of any official GCSAA meetings that may be held at the house.
3. **Officer and Travel Reports.** Officer and travel reports are to be submitted, in the appropriate format, to headquarters 30 days prior to all board meetings.

4. **Travel and Expense Procedures**

   4.1. Travel requests should be initiated as early as possible in order to secure the lowest cost possible.

   4.2. If a net savings can be secured by leaving the hometown a day early or by returning a day late (in order to obtain a cheaper airfare), GCSAA will pay for the additional night’s lodging and related meals and other expenses. Otherwise, lodging and other expenses associated with early arrival or late departure will not be reimbursed and will be the responsibility of the individual traveler.

   4.3. Board members may reserve rental cars for ground transportation on GCSAA trips.

   4.3.1. The Board Event Liaison will arrange appropriate car-pooling for functions attended by more than one board member.

   4.4. The following guidelines apply to all board expense reports:

   4.4.1. Receipts must accompany all expenses over $10. All expenses such as parking, tolls, taxis, etc., under $10 must be properly explained.

   4.4.2. Itemized statements from restaurants, hotels, car rentals, etc., must be submitted with the expense report. Credit card receipts only are not acceptable. If the hotel statement is not available, due to master billing, a note should be made on the expense report. The Board Event Liaison will provide a copy to the board member when the master bill arrives for payment.

   4.4.3. Hotel statement charges that are not reasonable and customary will not be allowed. Applicable laundry, telephone and parking expenses will be reimbursed.

   4.4.4. For meals, entertainment and meeting expenses, the names, titles and company names of those attending should be listed, along with the business reason for the expense and the nature of the business discussion.

   4.4.5. **Recommended gratuities are:**

   - Skycaps, porters, hotel doorman, hotel bellhop - $1 per bag. $2 if very heavy bag.

   - Luggage storage at hotel - $1 per bag at drop off and pick-up. $2 if very heavy bag.

   - Taxi driver – 10%-15% of fare.
• Delivery to room of requested item (hair dryer, towel, pillow) - $1 per item.

• Delivery to room of box/amenity - $3-$5 per box/amenity. More if very heavy.

• Hotel assistance for hailing cab - $1.

• Valet parking - $2 when car is picked up.

• Concierge - $1-$3 per assist (such as making a restaurant reservation).

• Housekeeping - $2 per day paid on a daily basis.

• Wait staff in restaurants – 15%-20%. In a large group (sometimes more than 6 or 8) verify whether the tip is automatically added to bill before signing (don’t add a double-tip.)

• Room service – 15% or as set by hotel. In many hotels, the tip is automatically added to the room service bill. Verify whether the tip is automatically added to the bill (don’t add a double-tip.)

4.4.6. Personal auto usage is reimbursed at the prevailing “per mile” Internal Revenue Service rate. This reimbursement policy releases GCSAA from any liability or fiduciary responsibility to the individual using his or her own vehicle for GCSAA business. The individual traveler is responsible for maintaining proper insurance coverage and satisfying the deductible and any further claims against them as the result of an accident or traffic violation.

4.4.7. Mileage in excess of the cost of airfare to the same city will not be reimbursed.

4.4.8. Reimbursements for alcohol will be made for reasonable consumption. This is a matter of professional image and appropriate use of the organization’s financial resources.

5. GCSAA-Logo Stationery Delivery. Personalized, GCSAA-logo stationery will be supplied to presidents, board members and past presidents within one month after the order is received. Officer candidates who are running unopposed will receive business cards denoting their new title immediately after the election. The past president will receive his/her past president stationary within one month after retiring from the board.
Chart 1: GCSAA Board Representation at Annual Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Authorized Representation</th>
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<tbody>
<tr>
<td>• Board of Directors Meetings</td>
<td>President</td>
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<tr>
<td>• BIGGA Annual Meeting</td>
<td>1</td>
</tr>
<tr>
<td>• PGA of America Merchandise Show</td>
<td>1</td>
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<tr>
<td>• Canadian GSA Conference and Show</td>
<td>1</td>
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<tr>
<td>• USGA Annual Meeting</td>
<td>1</td>
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<tr>
<td>• Golf Industry Show</td>
<td>1</td>
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<tr>
<td>• Masters Tournament</td>
<td>1</td>
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<tr>
<td>• National Golf Day</td>
<td>1</td>
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<tr>
<td>• ASGCA Annual Meeting</td>
<td>1</td>
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<tr>
<td>• Golf 20/20 World Golf Hall of Fame Induction (U.S. or overseas)</td>
<td>1</td>
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<tr>
<td>• International Summit</td>
<td>1</td>
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<tr>
<td>• U.S. Open Championship/EIFG BOT Meeting</td>
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<td>• NGCOA MCO</td>
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<tr>
<td>• John Deere Classic</td>
<td>1</td>
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<tr>
<td>• PGA Championship</td>
<td>1</td>
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<tr>
<td>• Ryder Cup – United States</td>
<td>1</td>
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<tr>
<td>• Ryder Cup – Europe</td>
<td>1</td>
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<tr>
<td>• Chapter Delegates Meeting</td>
<td>1</td>
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<tr>
<td>• John Deere Championship</td>
<td>1</td>
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<tr>
<td>• PGA of America Annual Meeting</td>
<td>1</td>
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<tr>
<td>• GCBAA Annual Meeting</td>
<td>1</td>
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</tbody>
</table>

Legend

a  GCSAA pays significant other’s expenses.
b  Significant others will attend two Board Meetings.
c  Or more if more than one new director is elected/appointed to the Board.
d  Invited, but attendance not “mandatory”.
f  EIFG Board of Trustees member.
GCSAA Golf Industry Show VIP/Special Guest Policy
GCSAA offers complimentary registration and invitations to various VIPs and special guests to honor them and increase their recognition and appreciation of the association. GCSAA also pays or reimburses certain expenses for various categories of VIPs and special guests.

Definitions

1. **Course Official** refers to any individual in an employer-type role in relation to a board member, such as a general manager, club president, green chairman, course owner, etc.

2. **Designated Course Official** refers to the one course official whom the board member designates to receive an expenses-paid visit to conference and show.

3. **Officer’s Assistant Superintendent** refers to the one assistant golf course superintendent whom the officer designates to receive an expenses-paid visit to the conference and show.

4. **Full Pack Registration** includes admittance to all conference sessions and the trade show.

Exclusions

1. **Theme Park Tickets.** GCSAA shall not provide complimentary theme park tickets for any VIP or special guest.

2. **GCSAA Golf Championship.** GCSAA shall not provide complimentary golf championship registration for any VIP or special guest; however, a board member may choose to apply the staff recognition allowance toward the entry fee and any related expenses.

3. **GCSAA Seminars.** GCSAA shall not provide complimentary seminar registration for any VIP or special guest. However, a board member may choose to apply the staff recognition allowance toward seminar registration fees.

4. **Entertainment Expenses.** GCSAA shall not pay entertainment expense for any VIP or special guest, other than board members and their VIPs. Board members’ entertainment expense must meet the qualifications set forth in the Entertainment Expense Policy.

5. **Other Individuals.** GCSAA shall pay no expenses for board family or guests in addition to those specifically listed in the VIP Expense Policy.

6. **Board VIP’s.** Expenses designated for Board VIP’s are not transferable to any other event. All expenses will be forfeited if the specific VIP is not attending.
Complimentary Registration Policy
VIP/Special Guest registrations are assigned codes according to what events and functions are complimentary.

Codes 50 and 51 – Full-pack registration, guest activities and President’s celebration event
1. Code 50 is limited to current board members.
2. Code 51 is limited to significant others and natural/adopted children of current board members.

Code 52 – Full-pack registration. Code 52 registration is limited to:
1. Each officer’s designated assistant golf course superintendent and significant other.
2. The current board members’ course officials and their significant others, up to 12 additional guests of the President whose term expires at the Golf Industry Show, and up to four additional guests per other current board members.
3. Current Old Tom Morris Award recipient and significant other, and past recipients of the Old Tom Morris Award.
   • The current Old Tom Morris Award recipient is also entitled to up to eight additional complimentary tickets, if needed, for the event where the award will be presented.
4. Current recipients of the Distinguished Service Award, President’s Award for Environmental Stewardship, Leo Feser Award, Excellence in Government Relations Award, and their significant others.
6. Chief volunteer and staff officers of U.S. allied associations of golf and international golf course superintendent associations, and their significant others
7. Host chapter president and significant other.
8. GCSAA Past Presidents.

Code 53 – Full-pack registration. Code 53 registration is limited to board members of U.S. allied associations of golf not eligible for Code 52.

VIP Expense Policy
GCSAA’s official travel agency will bill GCSAA directly for airfare and rental cars booked in accordance with a GCSAA travel shell. GCSAA also will arrange for direct billing for other means of airport-hotel ground transportation and lodging. GCSAA will reimburse travelers for flights or ground transportation booked through other means according to the standards listed below, upon receipt and approval of an expense report.

1. Airfare. GCSAA will pay coach airfare for GCSAA board members and significant others, each board member’s designated course official and significant other, each officer’s assistant golf course superintendent, the President’s assistant’s significant other and current recipients of the Old Tom Morris Award,
Distinguished Service Award, President’s Award for Environmental Stewardship, Leo Feser Award, Excellence in Government Relations Award, and the current award recipients’ significant others.

The Old Tom Morris Award recipient and significant other may upgrade to first-class tickets if desired.

Each officer’s designated course official and significant other may upgrade to first-class tickets at GCSAA expense, using the most cost-effective means available, if desired.

2. **Ground Transportation.** GCSAA will pay for on-site ground transportation as follows:

- Board members will receive appropriate ground transportation for the duration of their stay.

- Board members’ significant others and the officers’ assistant superintendents’ significant others traveling separately from the board member or assistant will receive appropriate ground transportation between the airport and hotel. **Note:** GCSAA will not pay for ground transportation for board members’ extended families or guests in addition to the significant other and minor children traveling separately from the board member. However, additional family members and guests may ride with the significant other, provided there is adequate room.

- Each board member’s designated course official will receive appropriate ground transportation for up to five days.

- Each officer’s assistant superintendent will receive appropriate ground transportation for up to five days.

- Current recipients of the Old Tom Morris Award, Distinguished Service Award, President’s Award for Environmental Stewardship, Leo Feser Award and Excellence in Government Relations Award will receive appropriate ground transportation for up to five days.

3. **Tournament Lodging for Board Members.** GCSAA shall arrange for complimentary or direct-billed lodging at the tournament headquarters hotel for all board members attending the tournament. GCSAA shall provide a one-bedroom suite for the president and one room each for the other board members. If the hotel is an all-suite hotel, GCSAA will provide either a two-bedroom or upgraded one-bedroom suite for the president and regular one-bedroom suites for the other board members.

4. **Golf Industry Show Lodging for Board Members and Guests.** GCSAA shall arrange for complimentary or direct-billed lodging at the GIS headquarters hotel
or other appropriate hotel, beginning no earlier than the night before the first conference seminar through the end of GIS, as follows:

- The President shall receive a two-bedroom suite and up to four additional bedrooms for up to five nights for family and/or guests. The additional bedrooms may be upgraded if available.

- The Vice President (incoming President) shall receive a two-bedroom suite.

- The Secretary/Treasurer and Immediate Past President shall receive a one-bedroom suite.

- Directors shall receive a one-bedroom suite; suites will be assigned only if enough are available for all directors.

- Each board member other than the President shall receive a maximum of one bedroom for up to five nights, in addition to his/her suite. These may be upgraded if available.

5. **Golf Industry Show Lodging for Course Officials and Assistant Superintendents.** GCSAA shall arrange for complimentary or direct-billed lodging at the headquarters hotel or other appropriate hotel as follows:

- Each officer’s assistant superintendent shall receive one bedroom for up to five nights, from the night before the first conference seminar through the end of the conference.

- Each board member’s designated course official shall receive one non-concierge level bedroom for up to five nights. These may be upgraded if available, with the board member’s permission.

- Lodging intended for assistant superintendents and designated course officials are not transferrable to other family members or guests.

6. **Golf Industry Show Lodging for Award Recipients.** GCSAA shall arrange for complimentary or direct-billed lodging at the conference headquarters hotel or other appropriate hotel, for up to four nights, as follows:

- The current Old Tom Morris Award recipient shall receive a one-bedroom suite.

- Current recipients of the Distinguished Service Award, President’s Award for Environmental Stewardship, Leo Feser Award and Excellence in Government Relations Award shall each receive one bedroom.

7. **Meal Expenses.** GCSAA shall reimburse actual travel-related meal expenses for the duration of approved travel, up to $100 per day for each VIP and $100 per day for their spouse/significant other, if paid travel is allowed per the SOP. The $100
per day maximum will be cumulative for the covered days. The $100 per day maximum may be exceeded in locations where costs are significantly higher to conduct business. All receipts must be attached to the expense report and submitted for approval.

8. **GCSAA Past President Reimbursement Policy** In addition to complimentary full-pack registration, all GCSAA past presidents with AA membership classification, over the age of 65 are eligible for reimbursement for up to $1,200 in expenses to attend the Golf Industry Show. Reimbursable expenses are limited to:
   - coach airfare fees
   - luggage fees
   - mileage to and from the airport
   - airport parking fees
   - hotel room nights (up to $250 per night)
   - meals (up to $100 per day)
   - taxi fees

An expense report must be submitted with proper receipts to be considered a business expense for GCSAA and not an ordinary taxable income to the past president. If GCSAA does not receive an acceptable expense report then an IRS Form 1099 will be issued for the amount given to the past president.

**Board Support**

GCSAA’s success in achieving its mission depends on the involvement of volunteer members. In recognition of the significant amount of time and travel that GCSAA demands of its board members, and to ensure that members are able to serve effectively without regard to personal circumstance, the association provides the following forms of support for GCSAA board members.

**Facility Relationships Policy**

GCSAA recognizes that board members need to maintain secure relationships with their place of employment and it is an important prerequisite to effective volunteer service. GCSAA provides the following forms of support:
   - To thank and reward the assistant superintendents whose efforts enable the board members to travel on GCSAA business.
   - To educate the employer of a GCSAA board member about the scope and importance of a board member’s responsibilities and their role in the game of golf.
   - To highlight the value and benefits that the board member’s service brings to the golf facility where they are employed.
   - To demonstrate appreciation for the employer’s support for the board member’s involvement as a leader of GCSAA.
• To enable board members to effectively co-manage their service to GCSAA and their employment obligations.
• To reduce the time that board members need to spend on GCSAA work not directly related to policy issues.
• To prevent the board member and the employer from bearing the costs of doing business on behalf of an international association.

1. **Staff Recognition Allowance.** Each Board member shall be allowed to spend up to $1,000 in each year of board service (from annual meeting to annual meeting) to reward and/or recognize the support of their staff. This $1,000 amount is per Board member, not per staff member; it is up to the Board member to decide how to allot the allowance. The Board member has wide discretion in spending the $1,000 annual allowance.

   • All expenses for this recognition program must be submitted on GCSAA expense reports. Board members may use their GCSAA credit cards to make the purchases under this program.

   • Any expenses in excess of $1,000 in a year shall be borne by the Board member. No portion of the $1,000 allowance left unspent in a year may be carried over to a subsequent year.

2. **Officers’ Assistant Superintendent Conference/Seminar Attendance.** GCSAA shall provide complimentary Code 52 registration and pay expenses for each officer to send one assistant golf course superintendent to the Golf Industry Show, as provided for in the GCSAA Conference & Show VIP/Special Guest Policy.

3. **Officers’ Employer Visit to GCSAA Headquarters.** Each officer may, if desired, schedule one visit to GCSAA headquarters annually with their employer, to meet with the Chief Executive Officer and learn more about the organization and the officer’s role on the board of directors.

   • GCSAA shall pay first-class airfare, using the most cost-effective means possible, and appropriate ground transportation for the board member’s employer, and if traveling together, for the board member. All hotel and incidental expenses shall be direct-billed to GCSAA. GCSAA also will arrange and pay for a golf outing with the officer, their employer and the Chief Executive Officer, if the officer desires.

4. **CEO Visit to President’s Golf Facility.** The Chief Executive Officer may annually visit the incoming/new President’s golf course to meet with the President’s employer. The President and CEO shall schedule the meeting at the convenience of the President’s employer.

5. **President’s Employer Visit to Major Tournament.** GCSAA will pay expenses for the President’s course official and the course official’s significant other to attend either the U.S. Open Championship or the PGA Championship with the President,

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depending on ticket availability. GCSAA will pay expenses for first-class airfare; appropriate ground transportation; lodging; and meal/incidental expenses up to $100 per day, upon receipt and approval of an expense report substantiated with receipts.

6. **Morley Award.** The Colonel John Morley Award, an original painting of a scene at the outgoing President’s golf course, shall be presented to the outgoing President’s selected course official at the Golf Industry Show event honoring the outgoing president.

7. **Grant to the President’s Golf Facility.** GCSAA may make a grant to the President’s golf facility.

   - The grant shall be made in the name of the GCSAA President. The President may earmark the grant for a particular program, project or fund at the golf facility. The President is encouraged to consider the potential for lasting impact and image value when designating the grant’s purpose.

   - The amount of the grant shall be equal to the amount of $2,500 plus $1,000 for each year that the board member has been on the board of directors and employed at the same golf facility, up to a $10,000 maximum.

8. **Subscriptions and Other Communications for Employers.** GCSAA shall provide the board member’s employer with a number of publications and other communications for the purpose of increasing the employer’s recognition of GCSAA’s role in the game of golf and appreciation of the board member’s contribution to that function. Each board member shall be entitled to designate up to 10 recipients to receive complimentary subscriptions to *Golf Course Management* magazine, and any other communications determined by the CEO to assist in achieving that purpose.

9. **Thank-You Letters.** Each board member shall be entitled to designate up to three recipients to receive an individualized letter from the Chief Executive Officer thanking the employer for supporting the board member’s continuing service.

   - Board members shall be asked to submit the names, addresses and special content guidelines to the board liaison before January 15th of each year.

   - Employer thank-you letters shall be distributed within six weeks after the annual election.

10. **Golf Industry Show.** Each board member may designate an unlimited number of employers to receive invitations for complimentary Code 51 registration for the course official and their significant other, as defined in the Golf Industry Show VIP/Special Guest Policy. Each board member may designate one employer whose expenses, as detailed in the same SOP, shall be paid by GCSAA. GCSAA will notify the board member before sending an invoice for additional expenses to the board member’s employer or VIP guest.
GCSAA may also arrange and pay for a special reception for the board of directors and their employers. The President will determine whether the guest list is to include significant others and/or additional family members/guests of the board members and their employers.

11. **Administrative Assistance for Board Members.** GCSAA shall not promote to employers the association’s policy of providing administrative and communication assistance to board members. Board members are responsible for individually communicating these provisions to their employers as they see fit, and may seek staff assistance in doing so.

- GCSAA committee liaisons provide board members with assistance in administering committee work.
- The Board Event Liaison provides some travel assistance and executive communications and publications team members provide some communication assistance for their work as board members.
- GCSAA shall offer to pay for 20 hours per week at $10/hour for necessary assistance to the GCSAA President, in recognition of the increased responsibilities and travel demands for the position. The President shall be responsible for all employment responsibilities (hiring, tax filing, etc.). GCSAA’s only responsibility shall be to reimburse the President $10,400.

12. **Office Technology for Board Members.** GCSAA provides hardware, software, cell phone reimbursement and, if needed, other technical support services, as specified in the Technology Policy.

**Technology Policy**

GCSAA acquires and applies communication devices to facilitate the efficient operation of its business. The use of all GCSAA-provided communication devices is for the exclusive use of the board member and should conform to established guidelines.

1. **Hardware.** Each Board member shall be allowed to select the equipment that meets their individual needs. Standard technology equipment includes the following: laptop computer, iPad, printer, and smart phone. The equipment purchases should not exceed an average of $2,500 over a two-year period. An exception to the two-year allowance would be made where the equipment is damaged, the needs of the board member change significantly, or new technology creates significant communication improvements. The board members may choose the equipment themselves but should use resources available through the GCSAA IT Department when considering new technologies.

- **New Board Members.** An iPad will be provided to newly elected board members at Board Orientation so that they can be equipped to immediately and fully participate as a committee leader and board member.
• **Outside Equipment.** When GCSAA provides primary technology support, outside equipment that is attached to the association equipment should be reviewed with the GCSAA IT Department. This is to ensure optimal functionality and compatibility, and to avoid unintended system conflicts.

• **Technical Support.** In order to utilize their equipment efficiently and with a minimum of down time, board members may arrange for local technical support. The GCSAA IT Department may also be utilized for technical support where practicable. IT staff can provide board members with reference materials to support the essential functions of their GCSAA-issued hardware and software.

2. **Software.** Board members shall be provided with appropriate software and applications to enable them to effectively conduct association business. Each board member is individually responsible for reading, understanding and following all applicable licenses, notices, contracts and agreements for software that he or she uses or seeks to use on association computers.

   • *Downloading material from the Internet or adding software programs should be for appropriate uses only.*

3. **Telecommunications.** Each board member, if needed, will be provided an email account and high-speed Internet connection at their home or office and reimbursement of cell phone charges, not to exceed $250/month using the most cost-effective combination available.

4. **Instruction.** The GCSAA IT Department shall provide Board members with instruction and reminders to ensure optimal functionality of association-issued hardware and software. Board members should make every effort to do so in order to avoid the risk of loss of files and the infection of others.

   • Board members are encouraged to receive personalized instruction from the GCSAA IT Department either through an individual training session at headquarters or through conference call.

5. **Confidentiality.** Voicemail, e-mail and Internet records are to be treated like shared paper files. As a practical matter, Board members are advised to say nothing on the Internet or via social media outlets (i.e. Facebook, Twitter, etc) that would be inappropriate for an unintended recipient to read.

6. **Disposition of Equipment upon Termination of Board Service.** The retiring past president shall be allowed to keep the equipment (but not ongoing services or maintenance of equipment) supplied by GCSAA. Any board member who resigns or is not re-elected may keep their equipment with the permission of the remaining board members.
7. **Technology Replacement.** If technology equipment is lost or damaged as a result of actions taken by the board member GCSAA will replace the equipment at no cost to the board member one-time over the board members tenure on the board. All future costs associated with lost or damaged equipment as a result of actions taken by the board member will be the responsibility of the board member.

**Significant Other/Family Travel and Protocol Policy**

As board members advance through the chairs, the events where they represent GCSAA will include growing opportunities for their significant others to participate in building relationships with leaders of national and international golf organizations, industry executives and major donors to The Environmental Institute for Golf. GCSAA provides the following benefits:

- To help board members’ significant others prepare for their role as ambassadors for the association.
- To help build camaraderie and relationships among the board members and their families.
- To show appreciation for family support of the board member and the significant amount of time that they give to serving the association.

**Note:** The chart that accompanies the board representation and travel policy includes specific events where significant others may be encouraged to accompany board members in addition to the travel and benefits listed below.

1. **Significant Other Travel to Board Meetings.** GCSAA pays travel expenses for board members’ significant others to attend two board meetings annually. GCSAA will occasionally provide training or personal development opportunities to assist significant others in being effective ambassadors on behalf of the association. The Board Event Liaison and the President’s significant other endeavor to schedule an “orientation” opportunity for the Significant others of newly elected or appointed board members. Information and activities should be designed:
   - To familiarize the board members’ significant others with the board members’ responsibilities and travel schedule.
   - To familiarize the board members’ significant others with their own role as ambassadors for the association.
   - To encourage friendship and camaraderie among the board member’s significant others.

2. **Significant Other/Family Participation in Golf Industry Show.** GCSAA provides complimentary Code 51 registration and lodging for board members’ family members as specified in the Golf Industry Show VIP/Special Guest Policy. GCSAA also pays airfare for board members’ significant others as provided for in the same policy.

3. **Significant Other/Family Participation in GCSAA Golf Championships Guest Activities.** All guest activities and social programs at tournament will be complimentary to significant others and children of current board members.
4. **President’s Significant Other Travel.** The Board Representation chart and annual budget approval process determine whether GCSAA or the President pays for significant other travel expenses.

5. **Limitations.** Expenses for family members or guests of board members will not be paid by GCSAA, except for those specified above, on the Board Representation chart or in the Golf Industry Show VIP/Special Guest Policy. Board members will receive 1099 forms for all significant other and family member travel expenses that are paid by GCSAA.

**Recognition, Privileges, Benefits and Limitations**

**Recognition**

GCSAA desires to recognize the dedicated service to the Golf Course Superintendents Association of America and its members demonstrated by individuals who serve on the association’s board of directors.

1. **Outgoing President.**

   - The outgoing president shall receive a personalized gift commemorating their term as president and a golf flag autographed by the GCSAA staff. These gifts shall be presented at an appropriate venue.

   - The outgoing president shall receive a special president’s plaque at the Annual Meeting when retiring from the presidency.

2. **Immediate Past President.**

   - A leather-bound volume of *Golf Course Management* magazine containing the 12 issues of the President’s term shall be presented to the immediate past president.

   - A white blazer will be provided for individuals who complete their term as president of GCSAA. The blazer shall be presented to the past president in a ceremony at the Annual Meeting. Upon request, the blazer may be altered or replaced.

   - The immediate past president will not receive new allowances for the year during which his term will end. However, the remaining allowance from the previous calendar year can be spent as long as the receipts are turned in within a reasonable timeframe.

   - An honorarium is presented to the Past President pursuant to the following terms and understandings: Said honorarium shall be paid within thirty (30) days following completion of their term as Immediate Past President. The amount of the honorarium shall be adjusted annually for any inflation, as measured by the prior year’s CPI (consumer price index). The honorarium
shall be $16,500, which represents the CPI increase and 33% tax gross-up from the inception of this $7,000 award in 1997 until 2015. The amount of the Honorarium can only be changed by a majority agreement by both the Board of Directors and the Nominating Committee currently serving.

- The immediate past president shall receive a memento in recognition of their presidency. Examples of such physical expression include a chair, clock, picture or such other item that has meaning to the outgoing president. Such item shall not exceed $400, including shipping. The immediate past president may not opt to receive the cash value of the memento. The GCSAA Board Event Liaison shall ask the immediate past president regarding their preference of memento. The memento shall be shipped to the outgoing president’s preferred address within six months from the conclusion of Board service.

**Education Points and Service Points**

Board members shall receive 1.0 service points per service year on the Board of Directors. In addition, each board member shall receive education points for professional development and long-range planning activities that meet appropriate standards.

1. Service points from board service shall apply to the overall requirement for Class A renewal or CGCS re-certification.

2. Education points from the strategic planning portion of board meetings or a designated Strategic Planning meeting shall apply to the minimum GCSAA seminar education point requirement for Class A renewal or CGCS re-certification.

3. Directors assisting with the administration of seminar programs shall be given the opportunity to participate in the program, at no cost, take the examination and receive credit.

4. Board members will pay full member registration fees for any GCSAA seminar attended for education point credits.

5. If a Board member is auditing a course and/or receives no education point credits or seminar materials, there will be no charge.

**Privileges and Benefits**

1. **Tokens of Appreciation.** Unless otherwise approved in the budget, gifts to non-members in excess of $500 per gift or $1,000 in total shall require the approval of the Board of Directors.
GCSAA Board Meeting Location Selection Policy

1. **Purpose.** To establish a policy for the selection of board meeting locations, establish procedures for the invitation and expenses related to hosting guests and establish policy for guest participation.

2. **Criteria for Selection of Board Meeting Locations and Dates.** The Vice President will propose a list of potential board meeting locations and dates for the Spring, Summer, Fall and Winter board meetings during the Vice President’s pending presidency for board approval at the Fall board meeting prior to his or her presidency. The location and dates of the board meetings must meet the following criteria:

   Located near one or more GCSAA chapters for the purpose of inviting and engaging members in strategic conversations and providing networking opportunities.

   Dates of the board meetings will be proposed based upon availability of required housing and facility needs, and scheduled so as not to conflict with other significant events and availability of the board members.

3. **Invitations to Chapter Guests.** GCSAA will extend invitations to chapter members using the following criteria:

   Staff will provide a list of chapter officers and engaged members in the vicinity of the board meeting location for approval by the President, in consultation with the CEO.

   Staff will contact approved chapter officers to inform them of their pending invitation and present them with information to prepare for their upcoming board meeting participation.

   Staff will invite approved chapter officers to the chapter/allied meeting on behalf of the President.

   GCSAA will pay housing expenses for chapter officers who are invited to the chapter/allied meeting, if appropriate.

   Officers unable to attend will submit a substitution request to staff who will submit the request to the President. Upon approval by the President, staff will invite the approved substitute and follow the outlined criteria for chapter officers.

   Chapter members will be offered the GCSAA discounted rate for housing and given the option to stay at the GCSAA host facility at their own expense, if appropriate.
4. **Invitations to Other Guests.** GCSAA will extend invitations to other guests using the following criteria:

Staff will provide the President with a list of media, industry, educator, donor and allied professional guests within the vicinity for approval. The CEO and President will confer on the invitation list.

Staff will invite approved media, industry, educator and donor guests to the luncheon on behalf of the President.

Media, industry, educator and donor guests will be offered the GCSAA discounted rate for housing and given the option to stay at the GCSAA host facility at their own expense, if appropriate.

Staff will invite approved allied association guests to the luncheon and chapter/allied meeting on behalf of the President.

GCSAA will pay housing expenses for allied association guests who are invited to the chapter/allied meeting, if appropriate.

Approved allied association guests will be invited to participate in a pre-board meeting conference call with the Chief Executive Officer and other appropriate individuals to prepare for the upcoming board meeting.

5. **Fiscal Responsibility.** Staff will provide the President with the approved budget for each board meeting. The President will remain mindful of budget allocations when approving the host facility and guest lists.