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**PRO - DUFFERS USA**



# Operations Manual

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# Table of Contents

LOGO Service Mark .....	04
Constitution and By Laws .....	05
National Election Process .....	12
General .....	14
Code of Conduct .....	16
Standing Committee .....	18
Regional Development and Chapter Expansion .....	22
Tournament Format and Procedures .....	26
Spousal Coordination and Contact Plan.....	38
Index .....	43
Appendix .....	44

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LOGO  
Service Mark



**Description:**

The literal element of the mark consists of PRO-DUFFERS.

The color(s) green, red, yellow, white, black, and brown is/are claimed as a feature of the mark. The mark consists of the shield / crest / badge of the organization trimmed in yellow border with the inscription of PRO-DUFFERS in yellow on red background banner / ribbon; alternately sectioned with a putter colored yellow and brown on white background; a white and black golf ball and red tee on green background; a red flag on yellow pole on white striped green background; and brown and yellow wood club on white background.

The United States Patent and Trademark Office application was assigned Registration Number 3,909,730 effective January 25, 2011.

# Constitution and By-Laws

**ARTICLE I**            **T**he name of this organization is PRO-DUFFERS USA ("The National Organization")

**ARTICLE II**            **PURPOSE**

**T**he purpose of this organization is to promote and encourage a greater interest, by its chapters, members and the public, in the game of golf and related social, civic and charitable activities.

**ARTICLE III**            **TYPES OF MEMBERS**

**T**he membership of this organization consists of five types:

- A: **Charter Member.** All participants of each club who met the financial obligation to Pro-Duffers USA at the time of the meeting held in Las Vegas, Nevada, on September 11 to 15, 1988 are designated as charter members and founders of Pro-Duffers USA.
- B: **Chapter Membership.** All members in good standing of each local chapter are entitled to full membership in the National Organization and are subject to all local chapter rules and regulations and all rules and regulations of the National organization.
- C: **At-Large Membership.** At-Large membership shall be granted by a majority vote of the nearest chartered or affiliated local chapter Organization or the National Council to those persons who (i) not belonging to a chapter, but by presence and expression, have demonstrated a desire for membership; or (ii) those persons who may have been a member of a Chapter but due to their current residential location are not close to or accessible to a chapter. No At-Large membership shall be granted in an area where the National Council determines there is geographical access to a chapter in good standing. These members are subject to the rules and regulations of the National Organization.
- D: **Honorary Membership.** Honorary Membership may be granted by a majority vote of the Organization or the National council to those individuals whose actions or deeds warrant the gratitude and esteem of the general membership.
- E: **Emeritus Membership.** Emeritus membership may be granted by a majority vote of the Organization to those individuals who:

- (1) Have been members in good standing in a local chapter for a minimum of 15 years and are nominated by such local chapter based on the service provided to the local chapter and/or National Organization; or (2) Have been members in good standing at least (10) years and have been determined by the National council to have made significant contributions to the National Organization.

**ARTICLE IV**

**QUALIFICATION AND ELECTION OF MEMBERS**

- A: Any person not less than twenty-one (21) years of age may become a members of the National Organization upon being approved by and having met the entire local chapter and/o r national qualification. Each local chapter may set its own requirements for local chapter membership as long as they do not conflict with the requirements set forth in this Constitution.
- B: At Large and Honorary membership may be granted at any meeting of the national Organization or by the National Council at any other time.
- C: Emeritus Membership may be granted at any meeting of the National Organization.
- D: If an At Large member relocates to an area where a local chapter exists, he shall apply for membership in the closest local chapter and meet local and national financial obligations.

**ARTICLE V**

**ORGANIZATION**

- A: This organization shall consist of Pro-Duffers USA ("The National Organization") and local chapters in geographical area as approved by the Organization. Only one chapter shall exist in each designated area. The approved and existing chapters as of September 1, 2009 are:

**Name Area**

1. Pro-Duffers East the Greater Washington D. C. Metropolitan Area
2. Pro-Duffers South the Greater Memphis, TN Metropolitan Area
3. Pro-Duffers Southwest the Greater Dallas/Ft. Worth, TX Area
4. Pro-Duffers Southwest The Greater Little Rock, Little Rock, AR.
5. Pro-Duffers Southeast Atlanta, GA
6. Pro-Duffers East Philadelphia/ New Jersey Area
7. Pro-Duffers Southwest Houston, TX
8. Pro-Duffers Southeast Northern Virginia

9. Pro-Duffers Southeast Charlotte, N.C.
10. Pro-Duffers Southeast Orlando, FL
11. Pro-Duffers Central Southern Michigan (Jackson, MI)
12. Pro-Duffers Southeast Columbia, S.C.

- B: Each local chapter shall abide by and adopt bylaws consistent with this constitution.
- C: The fiscal year of this Organization and each local chapter shall be the calendar year.
- D: The officers of the National Organization will consist of: President, Vice President, Secretary, Treasurer, Tournament director, and Parliamentarian. Each officer shall serve a term of two years or until his successor is elected and installed.

#### **ARTICLE VI**

#### **DUTIES OF OFFICERS**

- A: The President shall preside at all meetings of the Organization and meetings of the National council and shall have general supervision over the affairs of the Organization. He shall be an ex-officio member of all committees and shall appoint the chairmen of all committees.
- B: The Vice President shall perform duties as assigned by the President and, in the absence of the President.
- C: The Secretary shall make and keep a record of all meetings of the Organization and National council and shall maintain custody of all records, minutes, books, and seals of the Organization and shall do and perform all duties pertaining to the office of Secretary.
- D: The Treasurer shall have complete supervision over all funds of the Organization. He shall deposit all funds turned over to him in a bank account approved by the National council. He shall keep account of receipts and disbursements and shall make reports when called upon by the Organization or the President. He shall perform all other duties pertaining to the office and his books shall be audited annually.
- E: The National Tournament Director shall direct and be responsible for all national tournaments, handicaps and standings. He shall adjudicate and resolve all disputes of play according to the U.S.G.A. rules.

#### **ARTICLE VII**

#### **MEETINGS**

The annual meeting of the National organization shall be held each year between September and November at a time and place designated by the national council. The



travel expenses of those attending National Organization meetings, National council meetings and other meetings will be the responsibility of each individual member. Travel expenses shall be provided from National Organization funds only if voted by the national Council. The responsibility for hosting each annual meeting shall rotate among the local chapters.

#### **ARTICLE VIII DELEGATES**

A: Delegates shall be selected from each chapter for the purpose of voting on matters presented at the annual meeting of the National Organization. Except as specified in this Constitution, the method of delegate selection and period of their term shall be determined by each chapter.

B: Each chapter shall select one (1) delegate for each ten (10) members or fraction of ten members in that chapter who has met their national financial obligation to represent them at the annual meeting and shall provide the names of the delegates to the Secretary at least seven days (7) days before the first business day of each annual meeting.

At the annual meeting any member in good standing may speak on any issue being considered by the Organization, but only the duly qualified delegates may vote. At Large members may not vote. Addendum: September 19, 2003: As it is written: Each chapter will have one (1) delegate vote per ten members plus the fraction with a maximum number of five (5) delegate votes per chapter.

#### **ARTICLE IX ELECTION OF OFFICERS**

At every other annual meeting, the Organization shall elect from its membership a President, Vice President, Secretary, Treasurer, Tournament Director, and Parliamentarian. These officers shall be elected and installed. These elections must take place at the annual meeting. The term of office will commence with installation on the eve of the National Meeting.

#### **ARTICLE X NATIONAL COUNCIL**

A: The power, property and affairs of the National Organization, subject to the limitations contained in the constitution, shall be exercised, conducted and controlled by the National council.

B: The National council shall consist of all elected national officers the immediate past President, and one representative from each chapter that is not otherwise represented. The representative for a chapter not otherwise represented shall be selected by the local chapter.

C: This council shall have charge of the management of the business and affairs of the National Organization between national meetings. They shall at all times act under the direction and control of the President and shall make reports to the

membership of their actions, which reports shall form part of the records of the National Organization.

**ARTICLE XI PAID PERSONNEL ASSISTANCE**

In support of their function and duties, the National council may engage the temporary services of appropriate personnel when needed at a level of compensation determined by the National Council.

**ARTICLE XII COLORS AND CREST**

The colors of the Organization are brown, green, gray, blue, black and tan and each local chapter shall use the national crest.

**ARTICLE XIII FEES AND DUES OF MEMBERS**

All members shall pay an annual national membership fee, in an amount which shall be designated by the National Council, and shall be due by the First Day of May each year.

1. Collection of Dues

- a) Chapter National dues will be collected by the Treasurer of each chapter and forwarded to the national treasurer.
- b) At Large Members. National dues of At Large Member shall be paid directly to the national treasurer.
- c) Honorary and Emeritus members are exempt from national dues.

2. Use of National Dues

- a) National dues will be used to defray all costs incurred in the operation and promotion of the National Organization. Fifty percent (50%) of all dues collected will be used to help underwrite the national meeting.

**ARTICLE XIV PENALTY**

Any member whose dues are not paid by the first day of May of each year is declared delinquent. Any delinquent member will be prohibited from participating in any scheduled event until such delinquency is removed.

The above applies to At Large members.

**ARTICLE XV QUORUM**

At all meetings of the National council, sixty percent (60%) of all members of the National Council shall constitute a quorum for the transaction of business. At all other

meetings of the National Organization, sixty percent (60%) of the certified delegates shall constitute a quorum.

**ARTICLE XVI      TOURNAMENTS**

The scheduling of all tournaments will be under the direct control of the National Council. The National Open, held during the annual conference, will be operated and conducted by the National tournament Committee under the chairmanship of the National Tournament Director. Local chapters will conduct and operate their local tournaments. All disputes will be resolved by the National Tournament Director.

**ARTICLE XVII     CHAPTER CHARTERS**

By majority vote of the National Organization at an annual conference or of the National council at other times, the formation of a new chapter may be granted to any group of not less than ten persons from one general locale, all of whom meet membership requirements, upon formal application and payment of national dues. The existing chapter nearest the newly formed chapter, as determined by the National Council, shall perform an installation ceremony for the new chapter.

The general organization, conduct, qualification and election of members, assessment of local dues and operation of the local chapter will rest solely in the hands of the local chapter, but must be consistent with the rules and regulations as set forth in this Constitution. Application for new chapters should be directed to the National Council via the President.

**ARTICLE XVIII    COMMITTEES**

To facilitate the business of the Organization, committees shall be appointed and duties defined by the President and the National council. The National council shall have the power to remove any member of any committee by majority vote of the National council at a regular or called meeting of the National Council.

**ARTICLE XIX     GUESTS**

Members are encouraged to bring guests to the annual conference. The National Council shall fix and determine such rules and regulations concerning guest privileges and members introducing guests shall be responsible for the conduct of such guests and any obligation to the Organization incurred by them.

**ARTICLE XX      AMENDMENTS TO THE CONSTITUTION**

Proposed amendments to the constitution must be initiated by a petition of and signed by at least twenty percent (20%) of the members in good standing of the National Organization, or by majority of the National Council, or by a majority of the delegates at an annual meeting. Proposed amendments from the membership must be circulated to each local chapter at least thirty (30) days prior to a vote being taken on the

proposal. A vote of sixty percent (60%) of the delegates at an annual meeting is required to approve a proposed amendment

**ARTICLE XXI PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall govern the proceedings of the National Council and the Organization's meetings, except as otherwise required by the Constitution.

As approved

September 15, 1995

## **SUBJECT: National Election Process**

**PURPOSE:** This document describes a process for the bi-annual election of national officers. The basic structure for this process (the first to be written) is founded in “lessons learned” from previous Pro-Duffers USA elections. If followed, this process provides a useful comprehensive guide for planning and conducting National Elections.

### **KEY ELEMENTS:**

- Election Committee; Its composition, responsibilities and functions
- Nomination Procedures; Ideas to promote orderly, inclusive membership participation
- The Election; Sequence of actions
- Installation of Elected Officers
- Sample Formats

### **DISCUSSION:**

#### Election Committee:

- a. The National President appoints a Chairman of the Nominating Committee in January or February of the election year to officially begin the election process. The Chairman recruits the remainder of the committee which can range from as few as 2-3 members to as many as one representative from each Chapter.
- b. Precedents established in prior Pro-Duffers USA elections and Roberts Rules of Order should be the fundamental anchors in administering the process.
- c. The Committee shall have full responsibility for administering all aspects of the nomination and election process including:
  - i. Developing an actionable plan with timetable/milestones.
  - ii. Generating and maintaining high membership participation throughout the election process by promoting an environment of inclusiveness.
  - iii. Keeping the membership informed by:
    1. Creating a website presence
    2. Posting announcements
    3. Publishing candidate information
- d. The Committee Chairman shall provide periodic informal updates to the National President on the status of the election process.
- e. Within 30 days following the election, the Committee Chairman shall electronically submit a simple After Action Report to the National President and send file copies to the National Secretary, Historian and Parliamentarian.

### Nomination Procedures:

- a. Eligibility: *(All subject to waiver on a case by case basis)*
  - i. All Pro-Duffers USA members who have been in good standing for at least three years prior to date of the scheduled election and have held a principle officer position in a local chapter are eligible for nomination and election to a national officer position.
  - ii. Nominations may be submitted by interested members, other members of the chapter, or as a Chapter consensus nominee. In the latter two categories the member being nominated must agree in writing to being nominated.
  - iii. Members are limited to seeking nomination for only one office.
  - iv. To avoid the appearance of a possible conflict of interest, nominees for President who are currently serving as a chapter president will be asked to relinquish their chapter presidency within 60 days if elected as National President.
  - v. To the greatest extent possible, consideration will be given to maintaining a broad range of chapter representation in the national officer structure. Although it is not forbidden for multiple national officers to serve from the same chapter, the objective is to have no single chapter fill more than one national office.
- b. Nomination Sequence:
  - i. Prior to Spring Fling, the Committee develops an Election Action Plan and coordinates that plan through National Executive Council and Chapter Presidents for comments and/or concurrence.
  - ii. The Committee presents a briefing on the Action Plan during the Spring Fling membership meeting.
  - iii. The election Website is activated and the nomination period opens.
  - iv. A call for nominations will be sent to Chapters via email.
  - v. The Committee reviews applications and notifies applicants of results.
  - vi. Candidate information is posted to the election website. (This is an opportunity for candidates to engage the membership with relevant information as to their qualifications and interest in being elected to their position of choice,) etc.

### Conducting the Election

Note: The election takes place during the annual membership meeting.

- a. Election Committee Chairman presents overview of election procedures to the delegates and the membership.
- b. Ballots are distributed to Chapter Delegations
- c. Call for nominations from the floor

- d. Nomination period officially closed (*When completed, Chapter ballots are returned to Election Committee as Meeting proceeds*)
- e. Annual Meeting agenda resumes
- f. Election Committee conducts vote count
- g. Vote results are recorded and passed to the Committee Chairman for validation
- h. Chairman announces the election results

### **Installation of Elected Officers**

- a. President introduces
- b. Newly Elected Officers introduced (Parliamentarian, Tournament Director, Treasurer, Secretary, Vice President, President)
- c. Chairman administers “Charge of Responsibility” to the elected officers followed by a “Pledge of Support” by the Members (*see below*)
- d. New President’s acceptance remarks

### **Officer’s Charge of Responsibility**

Gentlemen, as you are about to assume your responsibilities as duly elected officers and leaders of Pro-Duffers USA, Inc. it is important to note that the greatest expectation by which you will be measured during your tenure is the degree to which you consistently exhibit a commitment to upholding our Organization’s highest standards of excellence. To that end you will be expected to inspire, encourage and guide the organization through both word and deed. This is your charge.

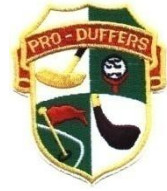
Will you, as newly elected officers, realizing the responsibilities that will be placed upon you, agree to give your time and energy to faithfully serve Pro-Duffers USA, Inc. in accordance with the existing Constitution and Bylaws? If so, please answer, “I will.”

### **Member’s Pledge of Support**

Do you, as members of Pro-Duffers USA, Inc. pledge your full support to our new Officers in the fulfillment of their official responsibilities? If so, answer, “I do.”



# Sample Format



## Pro-Duffers USA, Inc.

2010 National Election

Date: \_\_\_\_\_

### BALLOT

CHAPTER: \_\_\_\_\_

DELEGATES: \_\_\_\_\_

**Voting Procedure:** Complete ballot indicating the number of delegate votes for each candidate by position. In compliance with Article VIII of Pro-Duffers By-Laws the maximum number of chapter delegate votes for each office shall not exceed five.

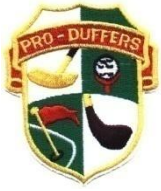
\* Write number of delegate votes in box next to candidate's name

<b><u>President</u></b>	<b><u>Secretary</u></b>	<b><u>Tournament Director</u></b>
Name <input style="width: 50px; height: 20px;" type="text"/>	Name <input style="width: 50px; height: 20px;" type="text"/>	Name <input style="width: 50px; height: 20px;" type="text"/>
<b><u>Vice President</u></b>	<b><u>Treasurer</u></b>	<b><u>Parliamentarian</u></b>
Name <input style="width: 50px; height: 20px;" type="text"/>	Name <input style="width: 50px; height: 20px;" type="text"/>	Name <input style="width: 50px; height: 20px;" type="text"/>
		Name <input style="width: 50px; height: 20px;" type="text"/>

**Write-In Option** (Candidates must have previously agreed to being considered)

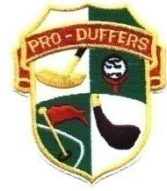
Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ Office: \_\_\_\_\_





# Sample Format

**Pro-Duffers USA, Inc.**



## MEMORANDUM

**Date:**

**SUBJECT: National Election Results**

With ballots from constituent Chapters having been counted and validated by the Nomination and Election Committee, the following results are provided for record. Candidates with majority votes, by position, are declared winners.

**President**

Name \_\_\_\_\_  
Votes

**Vice President**

Name \_\_\_\_\_  
Votes

**Secretary**

Name \_\_\_\_\_  
Votes

**Treasurer**

Name \_\_\_\_\_  
Votes

**Tournament Director**

Name \_\_\_\_\_  
Votes

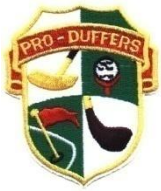
**Parliamentarian**

Name \_\_\_\_\_  
Votes

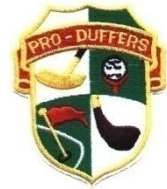
Name \_\_\_\_\_  
Votes

This report is submitted by the (year) Nominations and Elections Committee.

Name, Chairman \_\_\_\_\_  
Name, Member \_\_\_\_\_  
Name, Member \_\_\_\_\_  
Name, Member \_\_\_\_\_



# Sample Format



## Pro-Duffers USA, Inc.

### MEMORANDUM FOR RECORD

Date:

SUBJECT: After Action Report -- National Election

Following is a summary of the recently concluded Pro-Duffers USA election of national officers.

1. **Date of Election:** Month/Day/Year
2. **Location:**
3. **Officers Elected** (See attachment for additional official results)

President:	Name	Chapter
Vice President:	Name	Chapter
Secretary:	Name	Chapter
Tournament Director:	Name	Chapter
Treasurer:	Name	Chapter
Parliamentarian	Name	Chapter

4. **Comments:** *There were no noteworthy problems encountered during the nomination and election process during this election cycle.*

4. **Recommendations:** None

Submitted By: (Year) Election Committee

Name, Chairman \_\_\_\_\_

Name, Member

Name, Member

Name, Member

## General

**Participation:** All members of every chapter are urged to attend the National Conference and the Spring Fling.

**Communication:** Locally each club should prepare a yearly schedule of events and pass it along to the other clubs and submit to the webmaster for posting on the National web site . The National President/National Council should also receive a copy.

**Calendar Year:** Each club should operate on a calendar-year basis (January 1 to December 31). This will cause the clubs and the national to have the same beginning and end of the year. This makes for better planning of our fiscal activities

**Expansion:** Some clubs are finding it difficult to get a quorum for meetings. The problem may be found in the way we recruit new members. We need to bring in doers, not just those who are satisfied in just belonging and do not participate otherwise. Expansion is everyone's responsibility.

**Delegates:** The national organization must be a representative one. This means that clubs should select delegates to represent their clubs at the national meetings in all voting matters. (Based on one delegate for each ten and fraction thereof). Delegates are the only ones that can vote the desires of their individual chapters. Every dues-paying member deserves representation by members of his own chapter. Each chapter should ponder this matter and decide what is in the chapter's best interest



# **Code of Conduct**

## **Preface**

Conduct refers to acts which other people can observe. The term may also be used when referring to behavior. Habits usually play a large part in a person's behavior, so good habits usually breed good conduct. Good behavior may be reflected in such areas as politeness, language and respecting the rights of others. The Pro Duffers USA Golf Club's Code of Conduct states a purpose. It provides principles for its members and also regulations and restrictions related to proper conduct on the golf course

## **STATEMENT OF PURPOSE**

### **A. Purpose**

It is hereby declared to be the policy of the National Organization of the Pro Duffers USA Golf Club, that members be required to: (1) Use professional demeanor while in uniform on a given venue. (2) When representing the Pro-Duffers in any transaction, members shall not incur any personal obligation or interest that is in conflict with the proper discharge of his duties.

### **B. Principles of Conduct**

The National Pro-Duffers USA Golf Club requires that all members recognize the importance of high ethical standards and essential behavior that exemplify the following:

- (1) Commitment beyond self
- (2) Respect for the value and dignity of all individuals playing the game of golf.
- (3) Truthfulness
- (4) Fairness
- (5) Conduct with integrity in such a manner that does not bring discredit to the organization.
- (6) Exercise good judgment and prudence at all times.

- (7) Always consider the public perception of personal actions that might negatively reflect upon the organization.

The rules contained in this Code are of equal importance and a repeat of any violation will result in disciplinary action.

This Code of Conduct will serve not only as a guide for National members, but also as a basis for discipline to those who choose not to abide by its terms.

## **DISPOSITION OF COMPLAINT**

A. Written decision. A disciplinary Committee shall be convened to make reasonable efforts to a written decision within 45 days of receipt of the complaint. The written decision must either:

- (1) Dismiss the complaint or
- (2) Find that a violation has occurred and identify the particular provision violated.
- (3) Send a copy of the decision to the person charged and a copy to the President of that individuals Chapter

## **RECOMMENDED ACTION OR SANCTIONS:**

- (A) Letter of Notification (Unintentional Violation)
- (B) Letter of admonition (Minor violation or more than unintentional)
- (C) Reprimand (Intentional or thorough disregard)
- (D) Removal or Suspension (Serious or repeated violation)

## Standing Committees

1. **President's Advisory Council:** Immediate Past President and National Council

2. **National Planning:**

Duties: Negotiate with Hotel/Resort Management for best rates and accommodations for National Conference. Make contractual arrangements subject to review/approval by National Council. Negotiate travel (air & ground) transportation with companies giving best rates.

3. **Host Club:**

Duties: Refer to Host Chapter Duties document and Memorandum of Understanding (MOU)

4. **Tournament:**

Duties: Plan formats, coordinate tee times, dates, courses with club professional. Print and distribute schedules to all members present. Collect and tabulate all scores and announce winners at Banquet. Give all score cards to Handicap Chairman for future reference.

5. **Handicap:**

**Duties:** Record and maintain accurate scores and current handicaps from clubs 30 days prior to national meeting. **Use only approved USGA method of computing handicaps. Apply Slope System where applicable,**

6. **Awards:**

Duties. Determine, in conjunction with other appropriate committees, those members and others who deserve awards. Establish criteria and determine type of award in each case. Keep accurate records in an Award Journal of all Awards given with dates and reason for giving.

7. **Membership:**

Duties: Maintain accurate records of all members in a Membership Journal as relates (but not limited to):

- Date joined club - date left club
- Status of membership
- Attendance at National Meeting
- Office(s) held
- Committee(s) served on
- Participation in club's activities
- . Financial obligation
- Send Application Forms to prospective, at large members upon recommendation and approval by National Council when national body is not in session.
- Send membership card (certificates), Blazer crests, Constitution and By-Laws, Letter of Welcome to all new members.
- Review all applications for membership eligibility and advise club(s).

#### **8. Finance, Audit and Budget:**

Duties: Audit all financial reports referred to it and report findings. Prepare annual budget after calling for and receiving all committee requests for funds. Print and distribute annual budget to all members.

#### **9. Constitution and By-Laws**

Duties: Review Constitution and Bylaws and suggest needed changes. Circulate recommended revisions to general membership for review and study at least 30 days in advance of National meeting.

#### **10. History & Archives:**

Duties: Write complete history of club. Secure all available pictures and information on founders and past members, publish and distribute history (at cost) to all members. Give annual report at national meeting.

#### **11. Parliamentarian:**

Duties: Advice and counsel upon request by President on all: matters of parliamentary proceedings.

#### **12. Condolences**



Duties: Send appropriate messages of condolence to deceased member's families.

**13. Newsletter Editor:**

Duties: Publish and distribute club news letter at least three (3) times annually

**14. Legal Counsel:**

Duties: Provide counsel on legal matters when requested by National Council.



## **REGIONAL DEVELOPMENT and CHAPTER EXPANSION**

To continue the growth and development of Pro-Duffers USA in an orderly and controlled fashion and to enhance the club's Identity and foster its competitive spirit, the Regional Concept provides for six (6) geographical regions.

The six (6) regions are identified as East, Central, West, Southwest, South and Southeast. The boundaries of each region are shown on Chart #1. The respective states in each region are listed in Chart #2.

1. There will be a maximum of five (5) clubs to a region. Additional clubs over the five (5) club limit require a two-third (2/3) vote of the General Membership.
2. Each club will designate the geographical boundaries of its Jurisdiction and report same to the National Council as soon as Practical. Subsequent changes to established boundaries should be reported to the National Council within thirty (30) days of such changes. (*Founders Policy, adopted September 1988*)

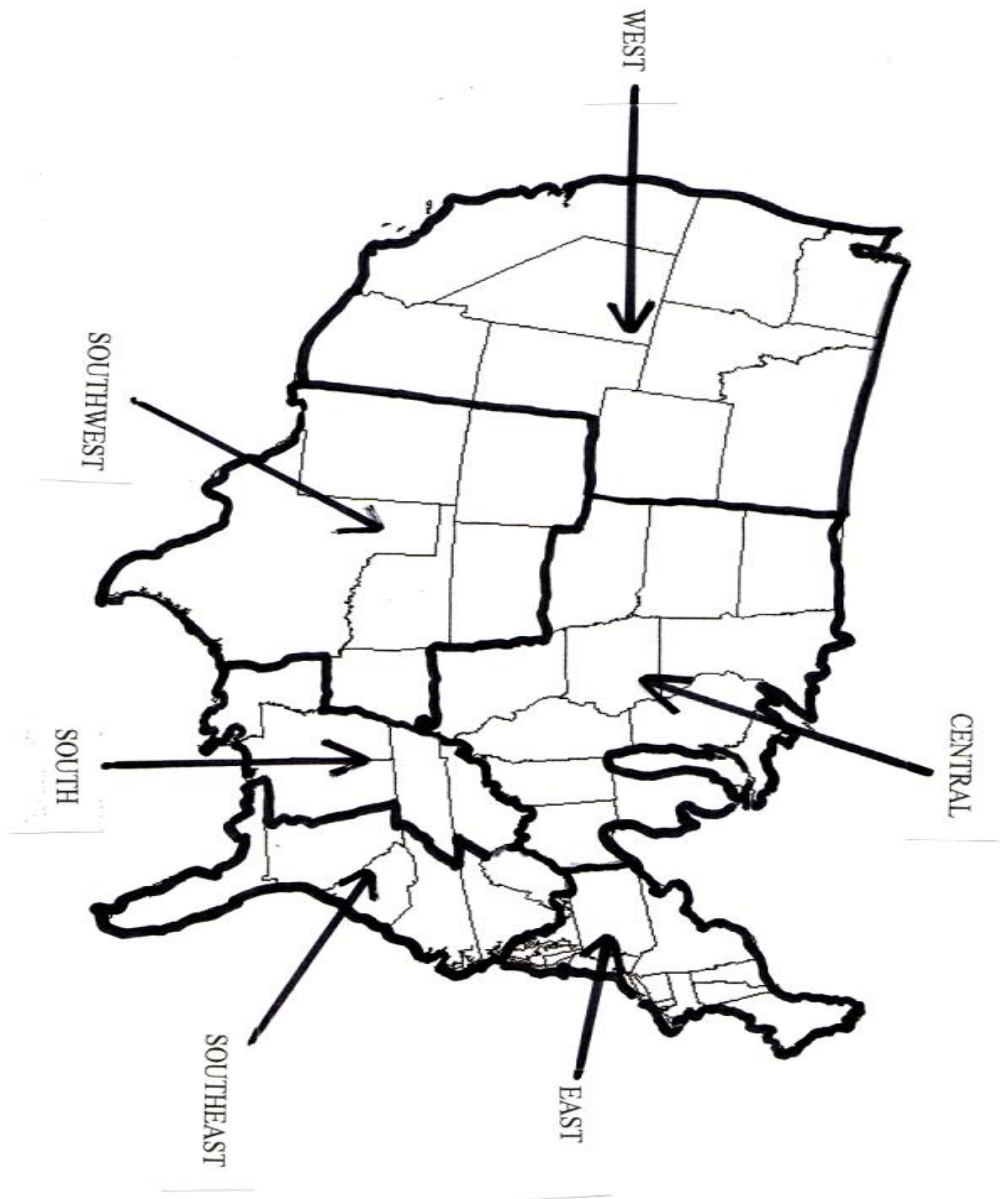


Chart # 1

						<b>Chart #</b>		
						<b>2</b>		
	<b>CHAPTERS IN EACH REGION</b>							
<u>EAST (11)</u>			<u>CENTRAL (11)</u>			<u>WEST (9)</u>		
Connecticut			Illinois			Arizona		
Delaware			Indiana			California		
District of Columbia			Iowa			Idaho		
Maine			Michigan			Montana		
Maryland			Minnesota			Nevada		
Massachusetts			Missouri			Oregon		
New Jersey			Nebraska			Utah		
New York			North Dakota			Washington		
Pennsylvania			Ohio			Wyoming		
Rhode Island			South Dakota					
Vermont			Wisconsin					
<u>SOUTH (5)</u>			<u>SOUTHEAST (6)</u>			<u>SOUTHWEST (6)</u>		
Alabama			Florida			Arkansas		
Kentucky			Georgia			Colorado		
Louisiana			North Carolina			Kansas		
Mississippi			South Carolina			New Mexico		
Tennessee			Virginia			Oklahoma		
			West Virginia			Texas		

# Tournament Format and Procedures

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SPRING  
FLING

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The Spring Fling shall be the first National Tournament of each year. The intent is to **minimize cost and provide a festive golfing experience**. The host Pro-Duffer chapter will be identified at least THREE years in advance at the national meeting. It will be held the last WEEKEND of April. The Pro-Duffer's National Planning Committee shall act in an advisory role to the local chapter. The local chapter has full responsibility for the tournament and all activities. All expenses and liabilities are owned by the local hosting chapter.

1. The tournament is not intended to be a FUND RAISER.
2. Pro-Duffer and significant others and/or guest are invited.
3. Minimize expenses (Low Cost Event)
4. Estimate a minimum 75 golfers
5. Golf - 3 rounds, cart, range balls
6. Hotel - Two nights with options for 3 nights to accommodate travel
7. Hospitality Suite - 2 nights minimum
8. Quota Tournament - \$10 per person for prize fund included in your price for registration
9. NOT INCLUDED:
  - a. Transportation
  - b. Spouse or Guest Planned Activities
  - c. Banquet
  - d. Breakfast (Unless provided by hotel – free)
  - e. Formal Lunch or Dinner
  - f. Prizes for Tournament

## Fund Raising:

The Spring Fling is **NOT** intended to be a fund raising tournament for the Host Chapter.

## SPRING FLING TOURNAMENT FORMAT GUIDELINES

The Host Chapter is responsible for conducting and managing the tournament. Handicaps are used for flighting only.

### Handicap

- A. All play is based on U.S.G.A. handicap.
- B. It shall be the responsibility of each chapter tournament director to obtain software and maintain updated handicap indices on each chapter member.
- C. The official software of Pro-Duffers U.S.A. is:

FOCUS 2000  
P.O. BOX 3479  
Shawnee, KS 66203  
(913) 631-1171

- D. All chapter handicap information must be maintained on this specific program to ensure consistency and uniformity between chapters.
- E. It is the responsibility of the hosting chapter to obtain participating players handicaps directly from the National Tournament Director 20 days prior to the Spring Fling event.
- F. The hosting chapter will determine the course(s) the tournament will be played as well as determining the tee box from which play will commence.
- G. The software will determine the individual handicaps from the player's index score, in conjunction with the rating and slope of the particular course.
- H. This puts the seniors that will be playing from forward tees (discussed later) in parity with all of the other flights.

### Setting up the Tournament

- A. Host Chapter responsibilities:
  - 1. All communications with the golf course.
  - 2. Pairings for all 3 rounds of tournament
  - 3. Publishing and distributing the Rules of Play.
  - 4. Scoring.
  - 5. Cash disbursement from Quota and Skins games
  - 6. Running the Quota game on the first afternoon
  - 7. Settle all disputes related to the Rules of Golf.

- Tournament Play**
- A. Flights will be determined by the Host Chapter. Provide opportunity for seniors to play from designated Senior Tees and Super Seniors from the most forward Tees or a mutually agreed upon Tee Box .
- Acts of Nature or Rain Outs**
- A. Should there be acts of nature or rainout that don't allow for the successful completion of the Spring Fling, it shall be left to the Host Chapter how the scoring will be done and subsequent reimbursement if warranted.
- Awards**
- A. Quota money will be paid prior to departure
  - B. Skins OPTIONAL and handled by Host Chapter

**This outline is intended for continuity in the conducting of the Pro-Duffers U.S.A. Spring Fling Tournament. It is not intended to tie the hands of the Host Chapter whose responsibility is to conduct the tournament. National Planning Committee should be consulted as an advisory function.**



REGISTRATION  
AMENITIES  
SUMMARY

- Three (3) rounds of tournament golf
- Two (2) nights Hotel stay
- Spring Fling Tournament Awards – Sunday following play
- Hospitality Room

**EXAMPLE SCHEDULE OF ACTIVITIES**

**Friday - Afternoon Start (Optional)**

2:00 PM – 7:00PM      Tournament Round One: **Quota Tournament, Shotgun Start**  
7:30 PM – 9:00 PM      Dinner / Entertainment: Your choice & your leisure  
7:30 PM – 10:00 PM      Hospitality Room

**Saturday, Morning Shotgun**

7:30 AM – 1:00 PM      Tournament Round Two: **Medal Play Tournament, Shotgun Start**  
3:00 PM – 5:00 PM      Spring Fling General Meeting  
5:30 PM – 8:30 PM      Dinner / Entertainment: Your choice & your leisure  
6:00 PM – 10:00 PM      Hospitality Room

**Sunday, Morning Shotgun Start**

7:30 AM – 1:00 PM      Tournament Round Three: **Medal Play Tournament, Shotgun Start**  
1:30 PM – 2:00 PM      Departure / Spring Fling Payout

<b>Spring Fling and Tournament COST Example</b>
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Example: 100 golfers plus 6 National Officers. Hotel cost not-included

Riverside Golf Club Mississippi		<b>Total</b>	
Golf, cart, range balls	- Friday	\$ 35.00	
	- Saturday	\$ 40.00	
	- Sunday	\$ 40.00	
	<b>Total</b>	\$115.00	\$115.00
Skin Train		\$ 10.00	\$ 10.00
Hospitality \$ 800.00 / 100 players		\$ 8.00	\$ 8.00
<b>Total Cost per Player</b>			<b>\$133.00</b>
Recommendation:	\$ 40.00 registration FEE paid 2 months in advance		
	\$ 100.00 balance paid 30 days in advance		

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**NATIONAL  
TOURNAMENT**

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**Fund Raising:**

The National Convention is **NOT** intended to be a fund raising tournament, **However the Pro-Duffers Foundation, Inc. may raise funds during the event to fund it's treasury.**

**National Tournament  
Format Guidelines**

Each September, Pro-Duffers U.S.A has a National Tournament & Convention. Players from the various chapters compete for National Champion (Individual), as well as each chapter playing for *Team National Champions*.

The following is an outline of the procedures, guidelines and format of the tournament:

The National Tournament Director (NTD) is responsible for conducting and managing the tournament with assistance from the Chapter Tournament Directors (CTD) collectively comprising the National Tournament Committee (NTC).

**Handicap**

- A. All play is based on U.S.G.A. handicap.
- B. It shall be the responsibility of each chapter tournament director to obtain software and maintain updated handicaps on each chapter member.
- C. The official software of Pro-Duffers U.S.A. is:

FOCUS 2000  
P.O. BOX 3479  
Shawnee, KS 66203  
(913) 631-1171
- D. All chapter handicap information must be maintained on this specific program to ensure consistency and uniformity between chapters.
- E. It is the responsibility of each Chapter Tournament Director to send via e-mail or disk all updated handicap information for each member to the NTD at least 20 days prior to the National Tournament.
- F. The NTD shall set-up the participants in the tournament by pulling attendees (from within the software) from the various chapters.
- G. The NTD will set the course(s) the tournament will be played as well as determining the tee box from which play will commence.

- H. The software will determine the individual handicaps from the player's index score, in conjunction with the rating and slope of the particular course.
- I. This puts the seniors that will be playing from forward tees (discussed later) in parity with all of the other flights.

Setting up the Tournament

- I. National Tournament Director responsibilities:
  - a. All communications with the golf course.
  - b. Pairings for all 3 rounds of tournament, with assistance from National Tournament Committee (NTC).
  - c. Publishing and distributing the Rules of Play.
  - d. Scoring.
  - e. Cash and prize disbursement.
  - f. Determination of what game will be played the first day (non-medal play, i.e., Quota game).
  - g. Determine, in conjunction with NTC and following the rules set-forth, the winning chapter.
  - h. Determine National Champion (Low Net Winner) and recognize Low Gross Champion.
  - i. Settle all disputes related to the Rules of Golf.
- II. National Tournament Committee Responsibilities (all CTD or Substitutes)
  - a. If the Chapter Tournament Director is not going to attend the national tournament, it shall be his responsibility to appoint a chapter attendee to act on his behalf on the NTC.
  - b. To provide NTD with accurate handicap information at least twenty (20) days prior to the tournament.
  - c. Assist the NTD as needed (NTD shall determine assistance required and communicate same to CTD).
  - d. Provide the NTD with the seven (7) daily low net scores from Round 1 and Round 2 of the tournament (discussed later).
  - e. Place and collect fairway and green markers each day of competition.

Tournament Play

- I. Flights
  - a. There shall be a Senior Flight (age 70 - 79) that shall play from the Senior tees, or as designated. There shall be a Super Senior Flight (age 80 and above) that shall play from the most forward tees or as agreed upon by the players. In the event of the latter, the participants shall advise the NTD of the change before the practice round in order to adjust handicaps.

- b. There shall be a Guest Flight and Ladies Flight based on # of attendees.
- c. There shall be four (4) regular flights based on handicaps with an equal distribution of players in each flight (as close as possible).
- d. The four (4) flights rule may be adjusted up or down at the discretion of the NTD depending on the number of registrants.
- e. These flights are to be named 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> based on handicaps with 1<sup>st</sup> being the lower handicap, etc.
- f. There shall be no named *Championship Flight* as the champion may come from either flight including seniors.

**Determination of  
Winners**

- I. Warm-up Round winners.
  - a. Winners in warm-up round to be determined by game criteria set by NTD. Any monetary awards shall have been collected in the registration fee.
- II. Flight Winners
  - a. Individual winners of the described flights shall be for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Low Net for the 2-day tournament total and Low Gross for that flight.
- III. Participants can win only one award. (i.e. Low Gross may be Low Net or Low Net in flight may be National Champion).
- IV. In determining which award, Low Net is considered before Low Gross, as there are more competitors.
- V. All ties shall be broken in the flights by the score card of round 2 starting at Hole #18 and going backwards applying the handicaps on the individual holes until all ties are broken (this does not apply to a tie for National Champion).

**National and Low  
Gross Champions  
(Individual)**

- I. The member in good standing with the Local and National Organization that shoots the lowest 2-day total net score shall
  - a. be declared the *National Champion*.
  - b. The member in good standing with the Local and National Organization that shoots the lowest 2-day total gross score shall be declared the *Low Gross Champion* and recognized as such.
  - c. In the event of a tie for either of the above, they shall be declared Co-Champions.
  
- A. To be eligible for team competition the chapter must have at least seven (7) members in good standing playing at the National Tournament. The purpose is to encourage chapter participation in the National Tournament and Convention. *Since the winner will be determined by the lowest seven (7) net scores each day and combined for the two (2) day total*, it stands to reason that the

**B.**

chapter with the greatest number in attendance has the best chance of

**Team Competitions**

winning the team competition.

- B. The CTD's (or designate) shall be responsible for furnishing the NTD with their lowest seven (7) net scores each day for his verification.
- C. For the team competition, it is the lowest seven (7) net scores each day combined for the 2-day total (different from individual). This way, team members may help their team even if they had a bad first day.
- D. *The winning team shall be announced relative to Par, i.e. -2, -3, etc.*
- E. Should there be extenuating circumstances surrounding the National Tournament, such as postponement due to inclement weather, natural disasters, etc., the tournament director shall, at his discretion, lower the minimum number for team eligibility.
- F. In the event of the above, the number may not be lowered below four (4). Using this guideline, if no more than two (2) teams can be fielded, the team competition shall be cancelled for that particular tournament.

**Acts of Nature or Rainouts**

- A. Should there be acts of nature or rain out that don't allow for the successful completion of the National Tournament, it shall be left to the tournament director as to how the scoring will be accomplished.

**Awards**

- A. All awards shall be presented at the Awards Banquet.
- B. It is recommended that there not be any Hole Competition on the last day of tournament as this may be too cumbersome to calculate in a timely manner.
- C. All monetary awards shall be paid from entry fees collected with registration.
- D. Awards to flight winners shall be in the form of plaques, trophies or prizes and will be at the expense of the National Treasury.
- E. It is the responsibility of the NTC to have all awards present at the Awards Banquet
- F. Each participant may receive only one award (exception: closest to Pin, Long Drive, etc).
- G. The winner of the Team Competition shall receive the floating National Trophy, presented by the President of last year's winning chapter.

- I. The Low Gross Champion shall receive a trophy or plaque and/or prize (determined by NTD) giving recognition for that distinction.
- II. The National Champion (Low Net), in addition to the trophy or plaque, shall be presented a check from the National Treasury which should equal the total amount for golf and accommodations (golfer only) for that particular event.

This outline is intended for continuity in the conducting of the Pro-Duffers U.S.A. National Tournament. It is not intended to tie the hands of the National Tournament Director whose responsibility is to conduct the tournament. Any variation from these procedures and guidelines may be made at the discretion of the National Tournament Director with the consent of the National Council.

## National Tournament Format

### REGISTRATION AMENITIES SUMMARY

- Three (3) rounds of tournament golf
- Two (3) nights Hotel stay
- National Tournament Awards – Saturday following play
- Meals and Banquet
- Reception and Hospitality

### SCHEDULE OF ACTIVITIES

#### Thursday - Afternoon Start

10:00 AM – 12:00 PM Registration

2:00 PM – 7:00PM Tournament Round One: **Quota Tournament, Shotgun Start**

7:30 PM – 10:00 PM Registration / Reception / Hospitality Room  
Dinner / Entertainment: Your choice & Your leisure

#### Friday, Morning Shotgun Start

6:00 AM - 10:00 AM Breakfast

7:30 AM – 1:00 PM Tournament Round Two: **Medal Play Tournament, Shotgun Start**

1:00 PM - 2:00 PM Lunch

3:00 PM – 5:00 PM National General Meeting

6:00 PM – 10:00 PM Hospitality  
Dinner / Entertainment: Your choice & Your leisure

#### Saturday, Morning Shotgun Start

6:00 AM - 10:00 AM Breakfast

7:30 AM – 1:00 PM Tournament Round Three: **Medal Play Tournament, Shotgun Start**

1:00 PM - 2:00 PM Lunch

4:00 PM - 6:00 PM Hospitality

6:00 PM – 9:00 PM Banquet / Tournament Awards

9:00 PM - 11:00 PM Hospitality

#### Sunday:

9:00 AM - 10:00 AM Devotion

10:00 AM Departure



# Spousal Coordination and Contact Plan

**Purpose:** To provide an emergency contact list with names, room numbers and telephone numbers of chapter members and spouses/significant others in the event medical assistance or contact is required.

**Action(s):**

**A.** When a Pro-Duffer Chapter Member is accompanied by his spouse/significant other, at a Spring Fling and/or a National event, he will **confirm** the following information at the time he registers with the host chapter.

Chapter member's name

Chapter affiliation

Name of spouse/significant other

Hotel room number

Cell phone numbers of both individuals

**B.** At the time of registration, the chapter member is to be provided an information packet containing the following:

1. Name of and Directions to the nearest hospital
2. A list of drug stores in the area.

(This information can be obtained from the hotel concierge for distribution)

**C.** At the close of each registration period, the host club will provide a printed or typewritten document noting all registered participants along with the **name and phone number(s) of the primary and secondary and spousal contacts of the host chapter.**

**D.** In order to protect the privacy of individuals and any contact information collected, club members are reminded that they are responsible for the appropriate destruction of this information at the conclusion of the National Tournament.



# New Chapter Process and Ceremony

**Purpose:** To set forth detailed guidance on the process for adding new Pro Duffers USA chapters including, Application, Review & Authorization, and the Installation Ceremony.

**Goal:** Growth and expansion are significant benchmarks for measuring success in the life of any organization. Perhaps the most obvious indicator of growth for Pro Duffers USA is that of adding new chapters. To that end we are faced with a challenge to define a process for adding new chapters that is at once structured, thorough and professional in its implementation. The process outlined in this policy meets that challenge.

## **Preliminary Considerations:**

1. Would adding the prospective new chapter comply with Article V, Pro Duffers USA Constitution with respect to local chapter geographic integrity?
2. Has the National Council been made aware of a Pro Duffers USA invitation or recommendation from an existing Pro Duffers Chapter for an additional charter chapter?
3. Alternatively, interested individuals seeking to form a chapter may petition by letter directly to the National President.

## **I. Application**

The President will instruct the Chairman of the Membership Committee to send a letter explaining the application process to the individual (s) requesting to form the new chapter. Included with letter will be an application form. (Appendix 1)

## **II. Review & Authorization**

1. Upon completion and return of the Membership Committee shall then review completed applications and send their findings and recommendations along with rosters of the club to the National Council via the President. Copies shall also be sent to each member club for their review and action.
2. Clubs shall, within 30 days after revolving such information, report in writing any objections of said club(s) to the National Council via the President.
3. Should there be an unfavorable report from any club; The National Council shall circulate this information to each club for further

review and action within thirty (30) days after receiving such report. If two-thirds (2/3) of the clubs are in favor of accepting the club in question, the National council shall Instruct the President to proceed with the acceptance of the new club (s). In the event there is a negative vote, The National Council shall so notify the prospective club and give reasons for the denial. A club so affected may reapply after twelve (12) months with a statement that the reason(s) for the denial has been removed.

4. Should any member club fail to act on the proposal within the time specified (30 days), its failure to act shall be deemed a vote in the affirmative.
5. The Membership Chairman shall hold all fees received until directed by the President as to their disposition.
6. All findings and actions of the National Council shall be reported to the general membership at the next annual meeting.

### **III. Installation Ceremony**

#### **1. Officiating and Attendance**

- b. The club nearest the chartering site with a national officer in its midst shall be in charge of the chartering ceremonies.
- c. The National President and Membership Chairman are expected to attend.
- d. The incoming club shall pay the expense of travel and one night's lodging for the nearest chartering officer. Pro-Duffers USA shall pay the travel expense and one night's lodging for the National President and the Membership Chairman.
- e. All member clubs are expected to attend or send "Greetings" to the new club.
- f. The Membership Chairman shall notify the new club on the number of attendees not later than two weeks prior to the ceremony.

#### **2. Pre-Ceremony**

- a. The program shall be a dinner affair on Saturday evening after a round of golf. Each golfer will bear his own golf expenses.
- b. Members who plan to play golf will arrive on Friday and will need hotel rooms and a meeting place stocked with appropriate refreshments to assure an atmosphere of welcome and friendliness to their new brothers in golf.

- c. The meeting site and dinner shall be at the expense of the incoming club.

### 3. Ceremony

- a. The Chartering officer has sole responsibility for conducting the ceremony.
- b. After appropriate remarks and introduction of Officers, club members, and guests in attendance, he shall read the following:

*"By powers vested in **me** by the President and National Council of Pro-Duffers USA I install and charter \_\_\_\_\_ (city) \_\_\_\_\_ Club as Pro-Duffers Golf Club (Region)Chapter, with all rights, honors and privileges pertaining thereto."*

- c. He shall then present the Charter to the Club President. Each member of the new club shall then receive a packet\* as his name is called by the Membership Chairman.
- d. The Chartering Officer shall then declare the club duly installed.
- e. Closing remarks by National President

#### \*New Member Packet

- Membership Certificate
- Blazer Crest(s)
- Copy of Constitution
- President's Welcome Letter
- Welcome Letters from each existing club

# Index

# Appendix