

# THE ASSISTANTS' ASSOCIATION OF THE NEW ENGLAND SECTION PGA



## RULES AND REGULATIONS

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## **Article I General**

### **Section 1. Mission Statement**

The Association is a subsidiary of the Section and its overall mission is to establish a unique culture amongst all assistants by combining educational programs with a competitive tournament series. The Association's main focus is to foster an environment that will allow assistants to constantly grow professionally in hopes of obtaining a future head golf professional role. In doing so, the Association will elevate the standards of the professional golfers' vocation, enhance the economic well-being of the individual member, stimulate interest in the game of golf, and promote the overall vitality of the game within the Association.

### **Section 2. Authority**

These rules and regulations supersede all previous publications of the Assistants' Association rules and regulations. These rules and regulations, once approved by The Section Board of Directors, will supersede all other rules and regulations regarding the governance of the Assistants' Association of the New England Section PGA (The Section).

## **Article II Name, Area, Powers**

### **Section 1. Name**

By authority of the Board of Directors of the New England Section, PGA of America, hereinafter referred to as the "Section," this Association shall be known as "The New England Assistants' Association, New England Section, PGA of America" and shall be referred to hereinafter as "Association." The New England Section, PGA of America shall be referred to hereinafter as the "Section" and the Professional Golfers' Association of America shall be referred to hereinafter as the "PGA."

### **Section 2. Area**

Pursuant to the Section, the territory under the jurisdiction of the Association shall consist of Rhode Island, Maine, New Hampshire, Vermont, and the area of Massachusetts that is defined on the west by the boundary of the Section,.

### **Section 4. Powers**

The Association's powers shall be limited specifically to those powers granted by the Section. The Section's Board of Directors shall review and approve all Association actions. The Section shall have complete authority in their discretion and at any time to withdraw the charters of the Association. In the event that the Association bylaws, rules, regulations or policies deviate from those of the Section, the Section bylaws, rules, regulations or policies shall control.

## **Article III Officers & Board of Directors**

### **Section 1. Composition**

The Officers will be comprised of the President, Vice President, Secretary, and Past President. The Directors will be comprised of Tournament Chair and Director-at-large.

1. President (Officer)
2. Vice President (Officer)
3. Secretary (Officer)
4. Tournament Chair (Director)
5. Director-at-large (Director)
6. Past President (Officer)

### **Section 2. Powers and Duties**

The Assistants' Association Board of Directors shall be entrusted with the management of the Assistants' Association.

### **Section 3. Officer Terms, Appointments, and Elections**

1. The President and Vice President shall be elected to a two-year term and shall be elected at the Assistants' Association Annual Fall Meeting by majority vote. The Secretary shall be elected to a one-year term and shall be elected at the Assistants' Association Annual Fall Meeting by majority vote.
2. The President and Vice President may not serve the same position in consecutive two-year terms. He/she must assume a new position ascending up the Board of Directors, unless appointed by the Section Board of Directors in cases of multiple vacancies with no clear line of succession. The Secretary may not serve more than two consecutive one-year terms. He/she must assume a new position ascending up the Board of Directors, unless appointed by the Section Board of Directors in cases of multiple vacancies with no clear line of succession.
3. All candidates for the position of President and Vice President shall be nominated by submitting a nomination letter or email. The Assistants' Association Board of Directors will communicate the list of nominees to the entire Assistants' Association membership no later than 2 weeks prior to the Annual Fall Meeting.
4. A candidate for President must have served as an Officer of the Assistants' Association.
5. A candidate for Vice President must have served as a member of the Assistants' Association Board of Directors.
6. In the rare occasion that a vacancy occurs in the Assistants Association Board of Directors and there is no clear line of

succession, The Section Board of Directors shall appoint an individual to be the President of the Assistants Association.

**Section 4. President**

The President of the Association shall serve as the Chairperson and shall have the following powers and duties:

1. The President shall preside at all meetings of the Association Board of Directors and the spring and fall meetings of the Assistants' Association.
2. The President shall supervise the Association Board of Directors and any committee of the Assistants' Association.
3. The President may assign the voted Directors to assist in various activities of the Association.
4. The President shall be authorized to sign contracts which have received the approval of the Section.
5. The President is responsible for completing the requirements set forth by The Section.
6. The President shall attend Section Board of Directors Meetings.

**Section 5. Vice President**

1. The Vice President shall be responsible for financial forecasting and budgeting.
2. The Vice President shall be responsible for the presentation of all financial profit/loss statements at the spring and fall meetings.
3. The Vice President shall be responsible for the collection of monies from all proposed sponsor activities.
4. The Vice President shall be responsible for the planning and budgeting of the annual spring and fall meetings, tournaments and events.
5. The Vice President shall be responsible for charitable activities.
6. The Vice President shall oversee and preside over the Board of Directors position of Tournament Chair.

**Section 6. Secretary**

1. The Secretary shall keep or cause to be kept the minutes of all Association membership meetings.
2. The Secretary shall be held responsible for creation and marketing of the Association's fundraising activities.
3. The Secretary shall assist the Section Board regarding updates to the Association membership directory, classification and job changes.
4. The Secretary shall organize all education activities and present agenda to the Section Board.
5. The Secretary must record any Amendments to or changes in the Association Bylaws, and report such Amendments or changes to

- the Association and Section membership.
6. The Secretary shall keep a roll of all New England PGA members.
  7. The Secretary shall oversee and preside over the Board of Directors position of Director-at-Large.

### **Section 7. Past President**

The most recent Past President will remain on the Association Board of Directors in an advisory capacity. The Past President will have the right to vote.

### **Section 8. Director Terms, Election and Service**

1. The Directors shall be elected to a one-year term and shall be elected at the Assistants' Association Annual Fall Meeting by majority vote.
2. A director may serve a maximum of two one-year terms in each position. Upon completion of his/her first one-year term, he/she must run for re-election at the Annual Fall Meeting if he/she wishes to do so.
3. Upon completion of his/her second term in each position, he/she must assume a new position ascending up the Board of Directors, unless appointed by the NEPGA Board of Directors in cases of multiple vacancies with no clear line of succession.
4. All candidates for a director position shall be nominated by submitting a nomination letter or email. The Assistants' Association Board of Directors will communicate the list of nominees to the entire Assistants' Association membership.

### **Section 9. Tournament Chair**

1. The Tournament Chair shall be responsible for the annual tournament schedule including fees, format, time, and location.
2. The Tournament Chair shall work with the Vice President when determining event budgets.
3. The Tournament Chair shall be responsible for creating contracts between the tournament host site and the Association.
4. The Tournament Chair shall reference the Assistant's Association Member Directory while maintaining tournament rosters.

### **Section 10. DirectoratLarge**

1. The Director-at-Large shall be responsible for developing, monitoring and promoting the Association's education and mentoring programs.
2. The Director-at-Large should record and report to the Section Board analysis of active and suspended members and apprentices as classifications change regarding membership.
3. The Director-at-Large shall be responsible for updating and relaying information about the Association via the Section webpage, e-mails, newsletters etc.
4. The Director-at-Large must be, at minimum, a Level 2 Associate or

a Junior in a PGM College Program.

## **Article IV Vacancies**

Procedure for vacancies during in-season. (In-Season is defined as starting at the Spring Meeting and ending at the Fall Meeting)

1. In the event of absence or temporary disability of the President, the Vice President shall perform the duties of the President. If the President resigns, dies, or becomes totally incapacitated, the Vice President will succeed him/her and become President/Vice President.
2. In the event of absence or temporary disability of the Vice President, the Secretary shall perform the duties of the Vice President. If the Vice President resigns, dies, succeeds the President, or becomes totally incapacitated, the Secretary shall succeed him/her and become Vice President for the remainder of the term of office.
3. In the event of absence or temporary disability of the Secretary, the Vice President shall perform the duties of the Secretary. If the Secretary resigns, dies, or becomes totally incapacitated, the Vice President shall become Vice President/Secretary for the remainder of the term of office.
4. Members attending the Assistants' Association Fall Meeting may remove an officer of the Board with a 2/3-majority vote.

Procedure for vacancies during the off-season. (Off-Season is defined as starting after the Fall Meeting until the beginning of the Spring Meeting)

1. The President of the Assistants' Association with the approval of the Assistants' Association Board of Directors will make the new appointments.
2. The successor will assume the remainder of the term and will be allowed to run for election to that same position the following year, if they wish to do so.
3. If the Past President position becomes vacant, it shall remain vacant until the next election.
4. In the occasion of multiple vacancies in the off-season on the Assistants' Association Board of Directors and there is no clear line of succession, the Section Board of Directors shall appoint the individuals to fill the board vacancies.

## **Article V**

### **Association Membership**

#### **Section 1. General**

All membership issues and matters shall be governed by the Association Rules and Regulations. To qualify for membership in the Assistants' Association, one must be primarily employed as defined by The PGA Bylaws and affiliated with the Section in one of the following classifications:

1. "Active" PGA Class A-8 as defined in Article III Section 3 of the PGA Bylaws
2. Registered PGA Associate
3. Registered PGA/PGM Students employed in the New England Section

#### **Section 2. Association Dues and Allocation of Dues Monies**

1. Each Member of the Association must pay annual dues of \$60 to be considered a Member of the Association in good standing. Assistant professionals must have paid their annual dues in order to be eligible for Association tournaments, educational opportunities, or other events conducted or sanctioned by the Association.
2. Allocation of dues monies by the Association:
  - a. \$10 to Association General and Administrative account, to offset operating expenses.
  - b. \$10 to the Association Hole-in-One Pool
  - c. \$10 charitable donation to PGA REACH New England
  - d. \$30 for membership gifts for registered Association Members

#### **Section 2. Meetings of Membership**

Two membership meetings shall be held annually, one in the spring and one in the fall. The attendance at all such meetings shall be limited to Association members. The Association Secretary shall make notice of such called meeting at least 30 days prior to holding the meeting by e-mailing all members in good standing.

1. Special Meetings - Special meetings of the Association membership may be called by the Board of Directors when considered warranted by a situation which may affect the status of the Association or the welfare of its members adversely.

#### **Section 3. Voting Membership**

A voting member is any dues paying member of the Assistants' Association that is an active PGA Class A-8 or registered PGA Associate. Registered PGA/PGM students are not allowed to vote.

#### **Section 4. Event Purse Distribution**

1. One must be an active, dues paying member of the Assistants' Association in order to collect winnings in any Assistants' Association sanctioned event. Registered PGA/PGM students who wish to keep their amateur status will receive event earnings in pro shop credit at their employed facility.
2. \$5.00 from each tournament entry fee (18 hole events only) will be withheld, to be distributed as Association Player of the Year prizes following the season.

## **Article VI Miscellaneous**

### **Section 1. Section Approval**

Any and all policies, rules and regulations are subject to review and approval by the Section Board of Directors.

## **Article VII Tournament Rules and Regulations**

(The Association's current and approved *Tournament Rules and Regulations* (TR&R) are to be considered a corporate part of the Association's Bylaws.)

### **Section 1. Tournament Rules and Regulations**

The Assistants' Association shall conduct all of its tournaments in accordance with the Section Tournament Rules and Regulations.

## **Article VIII Amendment Procedures**

### **Section 1. Amendments by the Assistants' Association Board of Directors**

1. The Rules and Regulations may be amended at any Board Meeting where there is a minimum of 2/3 of the Board of Directors present. All of those present will have a vote and a simple majority is needed for the affirmation of a resolution.
2. The amendment must be presented to the Board of Directors by a current member of the Board.
3. For the amendment to be voted on or discussed, it must be "seconded" by another member of the Board of Directors.

**Section 2. Amendment proposed at Annual Spring and Fall Meetings**

1. Any member of the Association can propose an amendment to the Association Bylaws.
2. The proposed resolution must be presented to the Association Board of Directors no later than 30 days prior to the annual meetings.
3. The voting membership shall receive a copy from the Secretary of the proposed resolution no later than 2 weeks prior to the Association annual meetings.
4. The member submitting the resolution may discuss the resolution on the floor for no longer than 5 minutes.
5. Any other member shall offer rebuttal or affirmation of the proposed resolution for no longer than 5 minutes.
6. A 2/3 majority vote is needed for the passage of the resolution and the resolution will go into effect immediately after passage.

**Section 3. Final Authority**

The Section Board of Directors has the final authority over any Bylaw Amendment.

**Article IX  
Awards**

The Assistants' Association shall conduct its awards in accordance with the Section Special Awards Committee guidelines.

(The Association's current and approved *Awards Policies* are to be considered a corporate part of the Section's Bylaws.)

**Section 1. Section Assistant Professional of the Year**

The highest honor paid to an Assistant PGA Professional. The following guidelines are used to determine nominees for this prestigious award:

1. Overall performance as a golf professional at his/her facility
2. Level of service to his/her Section and to the Association
3. Leadership ability
4. Image and the ability to inspire fellow professionals
5. Promotion of golf

**Section 2. Section Assistant Professional of the Year Eligibility, Nomination & Application**

1. To be eligible for nomination for the NEPGA Assistant Professional of the Year, one must be primarily employed as defined by The PGA Bylaws and affiliated with the Section in one of the following classifications:

- a. "Active" PGA Class A-8 as defined in Article III Section 3 of the PGA Bylaws
2. Any PGA member in good standing may nominate an eligibly classified assistant for the said award.
3. The nominated assistant must provide the full application to the Section Special Awards Committee Chairman prior to the deadline set forth by the Section.

### **Section 3. Section Assistant Professional of the Year Award**

The recipient of the NEPGA Assistant Professional of the Year shall be voted upon by the Section's Special Awards Committee by a majority vote.

### **Section 3. Assistants' Association Player of the Year**

Player of the Year points will be awarded based on finish in applicable events conducted by the Assistants' Association. All applicable events must be approved by the NEAA Board of Directors, and players must be NEAA Members in good standing to qualify for the NEAA Player of the Year award.

## **Article X HoleinOne Pool**

### **Section 1. General**

The Assistants' Association, at the discretion of the NEAA Board of Directors, can conduct an annual hole-in-one pool which will be open to all eligible assistants and apprentices who are members of the Association.

### **Section 2. Eligibility**

Open to any NEAA assistant or apprentice who is a current dues-paying member of the Assistants' Association.

### **Section 3. Format**

1. Any eligible NEAA assistant or apprentice who scores a hole-in-one during a NEAA sponsored event will receive a share of the money contributed to the pool, provided that the assistant or apprentice is current in their dues obligation to the association.
2. The money will be distributed equally to all hole-in-one recipients at the end of each calendar year.
3. The NEAA Board of Directors will have the discretion and authority to determine the source of the hole-in-one pool's funds on a yearly basis.

### **Section 4. Undistributed Monies**

1. In the event that no qualifying hole-in-one is made during the calendar year, the monies collected will be distributed equally in the following calendar year's spring meeting/golf event and fall meeting/golf event.