



Maryland Interclub Seniors Golf Association

February 21, 1997

To: All Board of Directors
All Committee Chairmen

From: C. J. Myers

A few weeks ago Merle Shumaker gave me a copy of a document he generated several years ago, a compilation of important motions and policies approved by the MISGA Board of Directors during the years 1985 through 1992.

Reproduction of this document would result in a copy of marginal quality that might be difficult for you to read so I have gone to the trouble of re-typing all but five of the pages. In my effort I did not attempt to make any corrections for sentence structure or grammar; however, I did make a few obvious spelling corrections (donor viz. doner, summary viz. summery, etc.). By re-typing and utilizing more space on each page I was able to reduce it from 19 to 14 pages.

Enclosed is your personal copy of this document which I urge you to read and retain for future reference. I am sure you will find a lot of useful information contained therein.

I have asked our new Historian, Duke Rowdon, to take charge of this document and revise it accordingly. It is conceivable that other information should be included for the years 1985 to 1992. Certainly there are many important Board actions from 1992 to the present that must be incorporated to make this complete.

If you have any suggestions that would help Duke and his committee in this endeavor please do not hesitate to provide him your thoughts. Our goal is to make this a very useful, informative, "living document", not just dry history.

Cc: Otis Jefferson
George Meyer

This pamphlet is a compilation of approved Board of Director motions and policies approved by the board. It also contains excerpts from annual Reps meetings.

The constitution and by-laws of MISGA and this summary of Board approved policies should be the basis for the day to day operation of MISGA.

Each entry is dated in descending chronological order.

The alphabetical index (by subject matter) may be used for easy reference.

NOTE: (1) The contents of this pamphlet was compiled by Merle Shumaker
(2) This document was retyped for ease of duplication and distribution
by C. J. Myers, February 21, 1997

ALPHABETICAL INDEX

Andrews AFB: 7-21-87
Appointments: 9-23-91
Associates: 7-16-91, 9-20-88
Board: 6-2-88
Budget: 9-23-91
By-Laws: 4-23-90, 6-29-89, 6-2-88, 10-1-82
Charity Tournament: 7-16-91
Clubs: 7-14-92, 7-16-91, 3-8-91, 7-18-90, 10-24-89, 7-22-85
Computer costs: 9-23-91
Division Directors: 9-20-88
Elections: 9-23-91
Green fees: 7-21-87
History: 7-14-92, 4-1-86
Insurance: 7-14-92, 4-1-86
Jekyll: 11-23-87
Length of term: 6-2-88
Life membership: 4-30-84
Mailing: 10-23-85
Mailing List Policy: 10-17-84
Mementos: 4-15-87
Mileage: 7-18-90
Nominating Committee: 6-2-88
Patuxent Greens: 7-14-92, 7-18-90
Plaque: 7-22-85
Postage: 7-14-92, 11-23-87
Preference: 12-1-88
Presidents Tournament: 7-14-92, 4-27-92, 12-2-91, 3-8-91, 4-23-90
Prizes: 4-26-91, 9-22-87
Qualify: 7-16-91, 9-22-87
Quotas: 7-16-91
Recruiting Policy: 7-22-85
Reports: 9-20-88
Special Events: 7-18-90, 4-23-90, 12-1-88
Tournament Representatives: 6-2-88
Tournaments: 7-14-92, 9-23-91, 7-16-91
Transfers: 7-16-91
Waynesboro: 10-24-89
Widows: 7-14-92, 4-27-92, 12-2-91, 7-16-91

Re: Reducing the cash-on-hand surplus, Sid Rapoport recommends that starting with Fiscal Year 1993 (beginning October 1, 1992) MISGA bear the entire first-class mailing costs for Events. (Currently, MISGA pays the difference between bulk mail and first-class rates). This met with agreement by the Board members.

Note: This changes the policy established on 11-23-87

Special Counsel

Joe Malinowski advised that he had talked with the underwriters of MISGA's new insurance policy. They had some concerns about fiscal bonding requirements and feel that, in some cases, it would be necessary to have two signatures on a check.

Joe recommended that the Board pass a resolution that, any check issued by MISGA for an amount of \$2,500 or more requires two authorized signatures.

On motion by Merle Shumaker, seconded by Bob Ludwig, the resolution as stated passed unanimously.

A copy of these minutes will be furnished to Montgomery Mutual Insurance Co. by Sid Rapoport, Treasurer.

Dick Allchin requested that the above motion be amended to require three signatories authorized to include the elected Vice President of MISGA.

Merle Shumaker moved, seconded by Bob Ludwig, that the motion as amended be passed. Carried unanimously.

Historian

Ray Keany reported that he had contacted Ted Hayward, editor of the present MISGA history, who advised that no additional copies of this publication are available.

Merle Shumaker moved, seconded by Bob Ludwig, that the Historian be authorized to form a committee and make plans to update the "History of MISGA". He shall submit his plans and names of committee members for approval of the Board. Sid Rapoport suggested that, before undertaking an expensive endeavor, we should get a cross section of opinions from membership to determine if there is a need or desire for an updated history.

Following further discussion, on call for the question, the motion was passed unanimously.

Merle Shumaker moved, seconded by Charlie Szymanski, that the Board designate the Chairman of the Tournament Committee as responsible for seeing that the dividends from the Presidents Tournament CD get to the committee conducting the Tournament each year. Carried unanimously.

A motion by Bob Ludwig, seconded by Merle Shumaker, to admit Patuxent Greens Country Club to membership in MISGA passed unanimously.

Merle Shumaker reported that he had revised his former proposal to provide for more specific guidelines and responsibilities in this matter. He then moved, seconded by Dick Allchin, that MISGA widows be allowed to attend MISGA Special Events on a space-available basis under the revised guidelines.

Following discussion, on the call for vote, the motion, by two (2) ayes to five (5) nays, was defeated.

Annual Rep's Meeting 4-27-92

New Business

Sam Hastings requested that the matter of permitting MISGA widows to attend outside MISGA events, on a space available basis, be opened to reconsideration by the Board of Directors.

By motion, duly seconded, the Club Reps unanimously voted for Board reconsideration of this matter.

Fred Shaffer announced that the Board will undertake reconsideration of this proposal and report its findings

12-2-91

Ted Branthover and Joe Malinowski then met with another agent underwriter associated with Montgomery Mutual Insurance Co. He quoted a cost of \$0.605 per Associate to provide full coverage (about half the cost per Associate being paid under the current policy). However, an additional \$100 premium would have to be included to cover personal property at MISGA headquarters.

On this basis, the annual premium for complete coverage would be approximately \$2,500, an increase of over \$1,000 over present cost. The Aetna premium for the same coverage would be about \$6,000. Ted and Joe recommended that we consider purchasing a policy from Montgomery Mutual. Doug Moats moved, seconded by Bob Ludwig, that we cancel the present policy and purchase the recommended new policy effective so that no lapse in coverage occurs. The motion carried unanimously (6 to 0).

Fred Shaffer reminded the Board that at the September meeting, Merle Shumaker had submitted a detailed proposal for permitting MISGA widows to attend out-of-state events. This proposal was tabled and should be considered. Following discussion, Dick Allchin moved, seconded by Doug Moats, that the proposal be placed on the table and that the Board vote that the proposal as presented be denied. The motion carried unanimously.

9-23-9

Sid Rapoport then presented his proposed budget for FY 1992. Income is slightly reduced, suggesting actions to come near to a break-even on Events costs as opposed to the surpluses previously experienced.

Expenses reflect some increase in travel, printing, and Division operations, offset somewhat by reduced mailing costs. The net result is a balanced budget.

On motion by Dick Allchin, seconded by Charlie Szymanski, the proposed budget was unanimously approved.

New Business:

- A. Merle Shumaker reported that it had been suggested to him that the Board set an annual date for the Presidents and Two-Man Team Championship tournaments. In reply he proposed that we designate a week rather than a specific date for each tournament. He recommended that we designate the last two weeks in August for one, and the first two weeks in September for the other. On motion by Claude Widerman, seconded by Fred Shaffer, this was approved unanimously.
- B. Report of the Nominating committee: John Turner announced that the committee had solicited Board members votes on candidates for the positions of President and Vice President for the coming fiscal year beginning October 1, 1991. The committee nominated:

Fred Shaffer for President

Dick Bevan for Vice President

Charlie Szymanski moved, seconded by Bob Ludwig, that the nominations be closed. On the call for vote, the nominees above were elected unanimously. Fred Shaffer asked that a standing ovation be given to Merle Shumaker for the great job he has done as MISGA President.

Fred Shaffer then asked for approval of the following appointments:

- a. Treasurer - Sid Rapoport
- b. Secretary - Bud Marshall
- c. All current standing committee chairmen
- d. All current special services persons

On motion by Merle Shumaker, seconded by Claude Widerman, all appointments were approved unanimously.

7-16-91

Merle Shumaker suggested that Associate cards be sent out early in the year, in January if possible. Roy Gauzza agreed that this would be done.

Merle Shumaker further recommended that we use the end-of-year printout of Associates to establish quotas for the Presidents Tournament and the Two-Man Team Championship to provide sufficient lead time for tournament organization. This recommendation was approved by consensus of the board.

Tournament: George Lipscomb reported that there are some problems with attracting participants in the ABCD Presidents Tournament. However, there should be a full quota at this MISGA level.

He remarked that Tournament instructions are not being followed with regard to Division qualifiers. He proposed that each Division make the decision on how qualifiers get to the MISGA level while assuring equity treatment that guarantees that everyone has the opportunity to qualify. On motion by Doug Moats, Seconded by George Lipscomb, the proposal was unanimously approved.

George Lipscomb reported that in Division III, a Two-Man Team who had qualified at the Club level but failed to show up at the Division qualifier, have asked for their money back. George recommended that the Treasurer be authorized to refund the money and account for it properly to the Division allocation. A motion by Doug Moats, seconded by Bob Ludwig, to make an exception in this case only and refund the money, was approved unanimously.

Old Business

1. Sparrows Point request to be transferred from Division III to Division II. Moved by Fred Shafer, seconded by Claude Widerman, carried unanimously to take effect October 1, 1991.
2. Leisure World request to be transferred from Division III to Division IV. Moved by Claude Widerman, seconded by Doug Moats, carried unanimously to take effect October 1, 1991.
3. Recommendation that Hobbits Glen be transferred from Division II to Division III. Moved by Bob Ludwig, seconded by Claude Widerman. Discussion: Fred Shafer reported that this was not a request on the part of Hobbits Glen, but that he would abide by the Board's decision. By vote of five ayes and one nay, the motion was carried, again effective October 1, 1991.
4. Merle Shumaker asked for action on the suggestion that MISGA widows be permitted to attend Special Events. Claude Widerman recommended that much thought should be given to this matter. It requires strict guidelines and should be kept strictly to MISGA widows. A motion by Bob Ludwig, seconded by Fred Shafer, to table this matter for future discussion carried unanimously.
5. Merle Shumaker asked for action on the proposal by Dick Quinn, University of Maryland C.C. to conduct an annual MISGA charity tournament. Bob Ludwig moved that this proposal be left to individual Clubs to handle. The motion died for lack of a second. Dick Bevan moved, seconded by Doug Moats, that the proposal be rejected. By vote of five ayes and one nay, the motion carried.
6. Merle Shumaker requested that Fred Shafer design a new matrix of interdivisional mixers for the next three years.

3-8-91

George Lipscomb, Tournament Chairman, submitted a recommendation that the President's Tournament prize moneys be derived from earnings on the Certificate of Deposit, supplemented by entry fees, and that no moneys come from the MISGA treasury. The Committee agrees with this recommendation.

On motion by Bob Ludwig, seconded by Dick Bevan, the above recommendations were unanimously approved.

7-18-90

Old Business – Proper use of complimentary packages. Sid Rapoport presented the following Policy Statement: Complimentary packages for volume attendance should be credited to the event. Out of pocket expenses of tournament committee members should be charged to the event. After some discussion it was moved for approval, seconded and carried.

Marks Jaillite suggested establishment of policy for persons who go early or stay late and it was agreed out of pocket expenses should be charged to the overall expenses.

Merle advised President Turner suggested changing mileage from 17 to 20 cents per mile effective October 1, 1990. Moved, seconded and carried. Merle reported Patuxent Greens C.C. interested in joining MISGA. It was agreed they need to submit request.

4-23-90 Annual Reps Meeting

New Business

1. Merle Shumaker reported on the receipt of a proposal by an anonymous donor to contribute \$5,000 to MISGA to fund prize moneys for a MISGA-wide tournament honoring past presidents. It was determined that the proposal could be accepted by MISGA without jeopardizing its tax-exempt status upon approval by vote of the Club Reps. A motion by Larry Falick, duly seconded, to accept the proposal passed unanimously.
4. Merle Shumaker reported that at a special meeting of the board of Directors held at Sparrows Point on June 29, 1989, several changes were made in the MISGA Constitution and By-laws, including the inclusion of a new Code of Conduct as Article IX of the By-laws.

Division Directors were to submit these changes to Club Reps at a Division meeting to be voted upon. Division III approved these changes on July 17, 1989. Other Divisions have not yet reported on this matter, approval of which requires the affirmative vote of a two-thirds majority of the Club Reps.

A motion from the floor, duly seconded, to approve the proposed changes in the Constitution and By-laws, passed unanimously.

6-29-89 (The_following three pages is a corrected copy of changes.)

Merle Shumaker suggested under Code of Conduct - Para. B. change "constitution" to "By-Laws. ":

There was discussion regarding "Director" or "Chairman"

It was suggested that PGA be deleted under II. Vote was unanimous on these changes.

President suggested change in Article 7, 3rd paragraph - change 3 years to 4 years. Moved and carried unanimously.

On page (Last) "A" change 1 mixer in each division. Moved and carried.

On June 29, 1989 the MISGA Board of Directors approved the following changes to the MISGA By-Laws by unanimous vote:

In the third sentence of Art. VII change the word "three" to the word "four".

Add Article IX (below) to MISGA By-Laws.

Article IX - THE CODE OF CONDUCT

(Hereinafter referred to as the CODE)

SECTION 1. MISGA activities currently include all of the following categories:

- a. Intraclub matches and tournaments within the home club only, but on occasion involving spouses and/or guests of Associates.
- b. Interclub Mixers between the home club and one or more visiting clubs as scheduled by respective Club Reps. and as prescribed in the By-Laws.
- c. Division-wide Tournaments and Qualifiers involving Member Clubs and Associates within one Division under the aegis of the Division Director.
- d. MISGA-wide Tournaments and competitions as scheduled by the Board and organized by the MISGA Tournament Director. These include qualifying teams and/or single golfers from all Divisions of MISGA.
- e. MISGA-wide Outings scheduled at golf resorts or specially selected golf courses as extra privileges for MISGA Associates and for MISGA Officers. These outings always include spouses and/or guests of the Associates.

SECTION 2. THE CODE

In every activity the MISGA Associate will comply with the rules of golf as set forth by the USGA, with the local rules of the Host Club and with any special rules published by the Tournament Committee. Compliance with dress codes, standards of personal conduct and acceptance of responsibility for damage to the golf course, golf carts or other equipment is required. In all cases, the MISGA Associate will also be responsible for the behavior of his spouse or guest.

- a. Misconduct and infractions of the Code during Intraclub Affairs shall be dealt with and resolved by the local Club Management and by the Club Rep.
- b. Misconduct and infractions during Interclub Mixers Will be resolved by the two Club Reps. involved, and the Management of the Home Club. In addition to the general rules and standards already stated, each Associate who participates will pay the package-entry fee without question, where this is the policy of the home club.
- c. Misconduct or infractions occurring during Division-wide competitions will be resolved by the Club Reps. within the respective Division, by the Division Director and his voting colleague on the Board, and by the Club Management of the Host Club.
- d. The Board of Directors, MISGA, and the Tournament Director will act upon and resolve all infractions, disagreements and disputes arising during MISGA-wide tournaments.
- e. In the case of MISGA Outings, application and acceptance to participate shall be considered as a contract on the part of the MISGA Associate and his spouse or guest.

In addition to compliance with the Code stated above, this acceptance shall signify agreement with such matters as prepayment of stated costs, assigned housing and compliance with the time limits of the scheduled outing. Requests for extended lodging, extra meals, transportation, or special services shall be the sole responsibility of the Associate and extends to any such request by his spouse or guest.

Infractions, cases of misconduct, disputes or disagreements which cannot be resolved tactfully between the Outing Director and the offending Associate shall be referred to the Board of Directors for action. In no case will the Outing Director or his Committee take adversarial action without the authority of the Board.

- f. In addition to the requirement for proper conduct, the Officers of MISGA, the Members of the Board and the appointed Tournament and Outing Directors have the added responsibility of negotiating with resort management involving acceptance and disbursement of funds up to six figures. Any misconduct or malfeasance in the discharge of duties within these respective offices will be dealt with by the Board in accord with the Sanctions and Penalties in SECTION 3 below.

SECTION 3. Sanctions and Penalties

Sanctions and penalties for misconduct and for infraction of this Code and for damages to property and equipment may take the form of one or more of the following:

- a. A warning by the official in charge of the respective activity.
- b. A written admonition by the official in charge with a copy to the Board of Directors.
- c. Suspension from participation in one or more mixers or tournaments with notification to the Board.
- d. Requirement for full or partial financial restitution for damages to property or equipment with a copy of the receipt of payment to the Board.
- e. Dismissal from MISGA for cause will be made by the President, one Board Member appointed by the President, and one Board Member selected by the offending Associate.

SECTION 4. Appeals and Hearings

In all cases except for those occurring during Intraclub affairs, the alleged offending Associate shall have the right to appeal a decision against him. The full Board of Directors will serve as the final authority for such hearings and appeals.

In Article VII paragraph four "a", delete the last two words of sentence one "another Division" and substitute "each of the other Divisions".

4-23-90 Board Meeting

John Turner requested Board approval to expand the 1991 Florida Fling at Cape Coral to two consecutive weeks (50 rooms each week) beginning the week of February 3 to 8, 1991. A motion to approve this expansion request by Marks Jaillite, seconded by Claude Widerman, was passed unanimously.

10-24-89

John Turner reported that he had received a letter from Doug Moats regarding the MISGA committee meeting with Mr. Irv Panko of Waynesboro C.C. with respect to their joining MISGA.

Doug reported that the requirements for joining MISGA were acceptable to Mr. Panko and that a formal presentation would be made to the Waynesboro C.C. Board the first week in November. He felt assured that the Board would approve the request. In view of this, the committee recommended the acceptance of Waynesboro C.C. as part of MISGA in Division II.

On a move by Dick Allchin, seconded by Claude Widerman, the Board voted unanimously to approve admittance of Waynesboro C.C. to MISGA if their Board approves, with mixer schedules to be arranged at a later date.

9-14-89

Roy Gauzza reported the following cost factors involved in the computer listings:

Complete print-out - \$25. Labels - \$30.

Per line costs for changes: Additions - \$0.10; Deletions - \$0.02; Changes - \$0.03

12-1-88

On motion by Bill Woolston, seconded by Marks Jaillite, the Board unanimously approved that: Any current Board member, officer, committee chairman, club rep, or assistant club rep be granted the opportunity to participate in non-competitive MISGA events with preference.

9-20-88

A. Policy and Planning Don Falconer reported on two assignments from President Fuchs to the committee.

1. How to lessen the work load of the Associates Committee without loss of accuracy in tabulating member rolls, income from member clubs, and per capita assessments.
2. What action the Board should take to avoid a repeat of incidents resulting in lawsuits against MISGA and/or its associates, or otherwise resulting in embarrassment to MISGA.

On assignment No. 1, the following recommendations were made:

- 1a. Assign responsibility for Division membership rolls, collection of associate dues and club dues to each respective Division Director.
- 1b. Set the following dates for reports from Division Directors to the Committee for Associates: April 15, July 15, September 15, or such other convenient dates, limited to 3.
- 1c. Formulate, publish and distribute a set of instructions for use by Division Directors and Club Reps to implement these changes.
- 1d. Recommend that the Board take early action on this matter so that the changes could be implemented in the 1989 enrollment year.

President Fuchs called for the reaction of Division Directors toward the recommendations on Associates membership handling. There were several expressions of support for the changes suggested. A motion to approve the Committee's recommendations in this matter was made by Bill Ransdell, seconded by Ray Keany, and voted unanimously.