



Mid-Atlantic Sports Field Management Association BYLAWS

Article 1 Name and Purpose

Section 1.1 Name: The name of the organization shall be the Mid-Atlantic Sports Turf Managers Association. Hereby doing business as Mid-Atlantic Sports Field Management Association, referred to as MASFMA. The Association will represent the Sports Field Industry as the regional chapter for the Mid-Atlantic of the Sports Field Management Association, recognized as SFMA.

Section 1.2 Chapter Affiliation Fees: Mid-Atlantic Sports Field Management Association (MASFMA) and Sports Field Management Association (SFMA) have a formal legal relationship outlined in the Chapter Affiliation Agreement (www.sportsfieldmanagement.org). In accordance with this agreement MASFMA will annually provide to SFMA all fees and necessary documentation to keep in good standing.

Section 1.3 Mission Statement: The Mid-Atlantic Sports Field Management Association advocates for professionalism of sports field management through education, innovation, mentoring, and networking.

Article 2 Membership

Section 2.1 Eligibility: Any person, firm, or organization who qualifies under the classes of membership set out in Section 2.2 is eligible for membership in MASFMA. Applications for membership shall be made online at (www.MASFMA.org) and accompanied by a one-year dues subscription for the membership desired. The MASFMA roster of members will be approved by the Board of Directors. By requesting membership, each member must be in good standing and accept the SFMA Code of Ethics & Professional Conduct Guidelines (www.sportsfieldmanagement.org). MASFMA will keep a complete roster of all members and those associated with the Association. This list and professional contact information provided by the member will be made available to MASFMA members.

Section 2.2 Membership Classes:

2.2.1 Sports Field Professional - Employment in one of the following classifications:

- A) Public/Private School: Members engaged in the management and/or maintenance of athletic fields at public or private schools.
- B) Recreation and Parks: Members engaged in the management and/or maintenance of athletic fields at parks and municipalities.
- C) College/University: Members engaged in the management and/or maintenance of athletic fields at colleges or universities.
- D) Sports Facility: Members engaged in the management and/or maintenance of an athletic field at a sports facility, complex, or stadium.

2.2.2 Associate Member - Employment in one of the following classifications:

- A) Affiliate: Members primarily employed as coaches, athletic administrators, owners, trainers, equipment managers, golf course grounds workers, and volunteers who are not



directly responsible for the preparation, safety, and upkeep of athletic fields. Affiliate members do not have MASFMA voting rights

- B) Education/Extension: Members primarily employed in research, education, or extension outreach programs related to Sports Field Industry. Academic members are typically Doctors, professors, or educators of Agricultural Science. Academic members do not have MASFMA voting rights.
- C) Student: Members primarily involved with the Chapter as a registered student currently pursuing a degree related to sports field management. Students do not have MASFMA voting rights.
- D) Retired: Members involvement with the Chapter as a previous Sports Field Manager or Academic Member. This membership is provided free to an individual in recognition and sign of appreciation for 10 or more years of active involvement with the Chapter. Retired members do not have MASFMA voting rights.
- E) Honorary: A Board appointed lifetime membership that is provided free to an individual in recognition and sign of appreciation for years of active involvement with and contribution to the Chapter. Honorary members do not have MASFMA voting rights.

2.2.3 Commercial Member – Employment by a company or organization providing services or products to the sports field industry. These members play a significant role in support of MASFMA and its members. Commercial members do not have MASFMA voting rights apart from approving one commercial member to sit on the Board of Directors annually. A commercial member cannot be elected to the position of Officer.

Section 2.3 Termination of Membership: A member may be suspended or terminated by the Board of Directors upon its finding that such member violated the rules or policies of the chapter. The Board of Directors will permit any such member to be advised of and answer such charges as may be made against the member.

Section 2.4 Reinstatement: Upon written request signed by a suspended or terminated member and filed with the Secretary, the Board of Directors may, by the affirmative vote of two-thirds of the Board of Directors, reinstate such suspended or terminated member to membership upon such terms as the Board of Directors deem appropriate.

Section 2.5 Meetings: A meeting of the members entitled to vote shall be held at least once in each calendar year for the purpose of updating financial standings, legislative documentation procedures and procurements, nominating future Directors and other business such as bylaw changes. Such annual meeting of the members can be held at an annual conference or in conjunction with any other educational events or at such other time and place as shall be determined by the Board of Directors. If such annual meeting shall not be called and held within six months of the designated time, any member may call such meeting at any time thereafter.

Section 2.6 Special Meetings: Special meetings of the members may be called at any time by the Board of Directors, or a collection of Members entitled to cast at least 10% of the votes from which all members entitled to vote at the particular meeting will cast, or the President. It shall be the duty of the Secretary to schedule the meeting, which shall be held not more than 60 days after receipt of the request from the



above. If the Secretary neglects or refuses to schedule the meeting, the member or members calling the meeting may do so.

Section 2.7 Adjournments: Adjournments of any regular or special meeting may be taken through a motion, second, and vote.

Section 2.8 Quorum: A meeting of the members of MASFMA shall not be organized for the transaction of business unless a quorum is present. A quorum shall consist of a simple majority of the total number of members. If a meeting cannot be organized because a quorum has not attended, those present may, except as provided in section 5756 (b) of the Nonprofit Corporation Law of 1988, adjourn the meeting to such time and place as they determine.

Article 3 Board of Directors

Section 3.1 Designation: The MASFMA Board of Directors shall consist of four (4) Officers, six (6) Directors, and one (1) Immediate Past President.

Section 3.2 Purpose: The affairs of MASFMA shall be directed by its Board of Directors of the MASFMA membership collectively and individually acknowledge and grant said Board of Directors the authority of complete administration of the business of this organization.

Section 3.3 Officers: Officer positions will consist of a President, Vice President, Secretary, and Treasurer.

3.3.1 Nomination: The nominating committee will create a slate of candidates to present to the current Secretary consisting of individuals from the current Board of Directors, current Term Expiring Officers, or a Fully Termed Past Officer or President.

3.3.2 Election: The Secretary will present the slate of candidates to the Board of Directors and facilitate voting via an appropriate platform.

3.3.3 Terms of Office: The term for each Officer shall be for (2) years.

3.3.4 Vacancies: Vacancies occurring in any office shall be filled via appointment by the President upon approval of the Board. Appointments made under the provision of this section shall be for the duration of the unexpired term of the office vacated.

Section 3.4 Duties of the Officers:

3.4.1 President: The President shall serve as the chief executive officer. The President shall have general charge, supervision, and control of the business affairs of the organization under the direction of the Board of Directors. The President shall have the authority to fill all vacancies on the Board of Directors pursuant to sections 3.3.4 and 3.6.4 should a position be vacated before the end of term. The President shall preside at all meetings of the members and at all meetings of the Board of Directors.

3.4.2 Vice President: The Vice President shall understudy the President and reside over meetings in the absence of the President. The Vice President shall assume the President's position if the



President vacates his position for any reason. The Vice President will be responsible for all committee updates to be submitted to the Board of Directors where a director or Committee Chair would be otherwise unable to report.

3.4.3 Secretary: The Secretary shall keep records of all votes and minutes of MASFMA meetings and report to the Board of Directors. The Secretary shall send SFMA headquarters annual copies of all MASFMA Chapter and Board Affiliation Required Documentation as pertaining to the Affiliation Agreement.

3.4.4 Treasurer: The Treasurer will be responsible for all funds of MASFMA. The Treasurer will be responsible for the payment of all invoices of the organization. The Treasurer will be responsible for a monthly financial statement that will be presented to the Board of Directors at Board Meetings. The Treasurer will provide an independently reviewed financial report bi-annually on even number years (i.e., 2016, 2018) from a Certified Public Accountant and shall send a copy of this report to SFMA headquarters. On odd numbered years (i.e., 2017, 2019) a year end compilation of financials will be submitted to SFMA headquarters.

Section 3.5 Immediate Past President: This position is filled by the most recent President upon fulfilling their Presidential term automatically. The role of the Immediate Past President is to offer support, guidance, and institutional knowledge.

Section 3.6 Directors: A Director shall be represented from each of the following six (6) classifications.

- A) Public/Private School: Members engaged in the management and/or maintenance of athletic fields at public or private schools.
- B) Recreation and Parks: Members engaged in the management and/or maintenance of athletic fields at parks or municipalities.
- C) College/University: Members engaged in the management and/or maintenance of athletic fields at colleges or universities.
- D) Sports Facility: Members engaged in the management and/or maintenance of athletic fields at a sports facility, complex or stadium.
- E) Education/Extension: Members engaged in research and/or teaching pertaining to the management and/or maintenance of athletic fields.
- F) Commercial: Members engaged in a commercial enterprise providing services or products to the sports turf industry.

3.6.1 Director Nominations: Nominating committees will be formed and chaired by the Immediate Past President. One for the purpose of nominating Officers and open Directorships made up of representatives from the membership classes found in Section 2.2. and in association with Section 3.3.1. The second for the purpose of nominating the Commercial Director made up of active Commercial members 2.2.3. The Immediate Past President shall submit the names of active members for consideration to the current Secretary.

3.6.2 Director Elections: All Directors shall be elected by a majority of the voting members by online voting.

3.6.3 Director Terms: Director Terms shall be for a period of (2) two years, except for the Commercial Director whose term is (1) one year in length.



3.6.4 Director Vacancies: Vacancies occurring in any Director position before the completion of the term of office shall be filled by appointment by the President upon approval by the Board. Appointments made under the provision of this section shall be for the duration of the unexpired term of the Directors office vacated.

Section 3.7 Duties of the Directors: Each Director will be assigned by the President to be the chair of one of the following established committees.

3.7.1 Communications/Publications- marketing, social media, web page, newsletter.

The Communications/Publications Committee Chair will oversee a committee which finds and shares relevant informative articles and newsworthy information from sources such as MASFMA Sponsors, Universities or Cooperative Extensions. Information subject matter should align with the mission of MASFMA and may include member recognition or other interesting finds throughout the industry.

3.7.2 Membership- The Membership Committee Chair is responsible for overseeing a committee working to strengthen MASFMA membership by retaining current members and strategizing new methods of membership recruitment.

3.7.3 Education- The Education Committee Chair is responsible for planning educational events and opportunities for members to acquire continuing education credits or points. The committee will obtain speakers to share their knowledge of determined topics important to the industry.

3.7.4 Sponsorships- The Sponsorship Committee Chair is responsible for program development and retention of valuable sponsorship funding. Following the program, he/she uses to fulfill a sponsors investment, and actively engaging potential future sponsors.

3.7.5 Public Relations- The Public Relations Committee Chair is responsible for implementing and demonstrating the significance, importance and knowledge associated with the sports field manager to the general public through community outreach and other methods as established by the committee.

3.7.6 Scholarship/Benevolence- The Scholarship/Benevolence Committee Chair works to develop programs and fundraising opportunities to provide aid and support for students pursuing a career in a turfgrass related field or helping current sports field managers achieve or retain certification, licensing or attend a recognized conference related to the sports turf industry.

Section 3.8 Compensation: Members of the Board of Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, a fixed sum or remittance, if any, may be allowed for attendance at each regular or special meeting of the Board of Directors provided that nothing herein contained shall be construed to preclude any member from serving the organization in any other capacity and receiving compensation therefore.

3.9 Board Meetings: The Board of Directors shall meet at least (4) four times annually. The last meeting of each fiscal year shall be an organizational meeting. Additional meetings of the Board of Directors may be held if called by the President and favored by two-thirds (2/3) of the Board. Meeting locations shall be determined by the President.



3.10 Quorum: A meeting of the Board of Directors of MASFMA shall not be organized for the transaction of business unless a quorum is present. The presence of the Board of Directors entitled to cast at least a majority of the votes which all Board Members are entitled to cast on the matters to be acted on at the meeting shall constitute a quorum. The Board of Directors present at a duly organized meeting can continue to do business until adjournment, or for as long as a quorum is in representation.

3.11 Voting Rights: Each member of the Board of Directors shall have one vote on each matter submitted to the Board including the Commercial Director and the Education Director during a Board voting matter.

3.12 Removal of Board Members:

3.12.1 Action by Board of Directors: Board members can be dismissed from their duties of the Board with a majority vote by the Board of Directors administered by the President and Vice President. Reasons for removal will be any professional, ethical, or fiduciary conflicts that may occur while engaged with MASFMA business directly or indirectly. All transactions, representations, and interpretations of MASFMA will be transparent and all business entered into with the Chapter will be done by a majority vote of the Board of Directors as directed by the President and Vice President.

3.12.2 Action by Members: The voting members, by majority vote with cause, may remove a director or the entire Board of Directors from office. Neither a Director nor the entire Board of Directors shall be removed from office unless notice of the annual or special meetings at which the removal is to be considered states such purpose. If the Board of Directors or a member of the Board has been removed by member's action, the vacated position(s) may be filled by election at the same meeting.

3.13 Committees and Sub-Committees: The Board of Directors has created standing committees and may need to create special sub committees as they see fit. The Directors may designate the duties and powers of some committees, provided however, that no such committee shall be given authority to amend the Bylaws of this organization without majority vote by membership. Directors will each be assigned a standing committee to chair by the President. All special committees formed within or around the standing committees will be chaired only by active voting members of MASFMA who will report progress and needed action to the Vice President for reporting back to the Board of Directors.

3.14 Personal Liability: A Director shall not be personally liable, as such, for monetary damages for any action taken unless: (i) the Director has breached or failed to perform the duties of his/her office under subchapter B specific to fiduciary duties of the Nonprofit Corporation Law of 1988; and (ii) the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness. The preceding sentence shall not apply to: (i) the responsibility of a Director pursuant to any criminal statute; or (ii) the liability of a Director for the payment of taxes pursuant to Federal, State, or Local law.

Article 4
Chapter Dues

Section 4.1 Annual Dues: The membership dues amount shall be established by a two-thirds (2/3) vote of the Board of Directors and shall run one calendar year (12 months) beginning on the first day of January through the last day of December.



Section 4.2 Default of Dues: When any member of any class shall be in default in the payment of dues for a period of (90) days from the beginning of the calendar year for which such dues become payable, the membership may thereupon be terminated by the Board of Directors.

Article 5 Fiscal Procedure

Section 5.1 Fiscal Year: The fiscal year of the MASFMA shall begin on the first day of January in each year and coincide with the calendar year ending the last day of December (12 months).

Section 5.2 Contracts: The Board of Directors may authorize duly designated representatives to enter into contract or execute and deliver instruments in the name of and on behalf of the organization. Such authority may be general or be confined to specific instances. All contracts entered this way must be approved in writing by an Officer of the Board and filed with the Secretary or in such manner as determined by the Board of Directors.

Section 5.3 Loans: No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by the Board of Directors. Such authority may be general or be confined to specific instances. Should the Board of Directors authorize such to happen it must be entered into via a majority vote of the Board of Directors with written documentation pertaining to reason entered. Documentation must be filed with the Secretary and Treasurer must see indebtedness paid back in due time.

Section 5.4 Checks, Drafts, Etc.: All checks, drafts, or other orders for payment of money, notes or other evidence of indebtedness issued in the name of MASFMA shall be signed by such officer or officers, duly appointed representative or representatives of the organization or in such manner as determined by the Board of Directors. All payments over (\$500) five hundred dollars shall be endorsed by the Treasurer and (1) one other Officer. If the Treasurer position is open the Vice President assumes responsibilities and becomes the endorser until the position is filled.

Section 5.5 Deposits: All funds of MASFMA shall be deposited in a timely manner to the credit of MASFMA in such bank, trust companies or other depositories as the Board of Directors or duly appointed representatives may select.

Article 6 Amendment to the BYLAWS

Section 6.1 Amendment Proposal: Amendments to the Bylaws shall be proposed to the Board of Directors and shall be communicated and presented by the Board to the membership via email, website, or newsletter. Membership has 30 days after communication to accept or decline proposed changes in writing to the President.

Section 6.2 Amendment to the BYLAWS: The Bylaws may be amended by a majority of the members casting votes in writing to the President. Any bylaw amendment shall be reported to the SFMA Executive Board.

Article 7



Employees

Section 7.1 Employment: Should MASFMA deem it necessary to hire an employee such as an Executive Director or Manager all applicable laws shall be followed. Employees are supervised directly by the President. Sitting Board Members are not able to serve as an employee of MASFMA.

Section 8 Liquidation

Section 8.1 Liquidation: Should MASFMA dissolve, all assets remaining after the financial debts and obligations of MASFMA have been fully satisfied, shall be turned over to the Sports Field Management Association (SFMA).

Date Modified: February 10,2023 (2nd revision)

Membership Representative: Jeremy Driscoll

President: Jason Bowers

Vice President: Clint Steele

Secretary: Robert Navolis

Treasurer: CJ Lauer