

**GEORGIA RECREATION AND PARK ASSOCIATION, INC.  
BY-LAWS**

**ARTICLE I  
*Administrative Office***

**Section 1.** The location of the administrative office shall be determined by the Board of Trustees.

**ARTICLE II  
*Objectives and Purposes***

**Section 1.** The objectives of the corporation shall be strictly adhered to as contained in the charter of incorporation, and shall be confined to the special pursuits and purposes therein, and shall be at all times in compliance with the requirements of Section 501 c (3) of the Internal Revenue Code.

**ARTICLE III  
*Affiliation***

**Section 1.** This organization shall be affiliated with the National Recreation and Park Association.

**ARTICLE IV  
*Association Year***

**Section 1.** The Association Year shall coincide with the calendar year (January 1 – December 31).

**ARTICLE V  
*Membership***

**Section 1.** *Professionals:* Any full-time employee in the field of recreation and parks or a leisure service professional as defined here in including those certified or licensed by state or national crediting organizations. Professionals shall be entitled to all privileges of the association including the right to vote, hold elective office, and chair or serve on a standing committee.

**Section 2.** *Retired Professional:* Any individual who was an active professional member of any state professional organization at the time of retirement and who is no longer employed in recreation, parks, or leisure services. A retired professional shall be entitled to all privileges of the Association as a Professional member (as defined above) including the right to vote, hold an elective office, and chair or serve on a standing committee.

**Section 3.** *Associate:* Any individual not eligible for a professional membership; (*i.e. to include but not limited to administrative personnel, part time employees, seasonal employees, or company representative*). Associate members shall be entitled to all privileges of the Association except the right to vote, hold elective office and chair a standing committee.

**Section 4. Student:** Any individual currently enrolled full-time in a college or university as a candidate for a degree in recreation and/or related fields of study. Student members shall be entitled to all privileges of the Association except the right to vote, hold elective office and chair a standing committee.

**Section 5. Agency:** Shall not be entitled to vote.

A. *Renewing Agency* - shall mean those agencies submitting fees for the purpose of continuing membership from the previous calendar year. Failure to renew by the due date established by GRPA will require the member to reapply for new agency membership. Agencies failing to renew by due date shall be assessed a late fee as set forth in Section 8. See GRPA Membership Procedures for periods of time, fees and other criteria.

1. To be eligible for membership renewal, any agency must meet the following criteria:

- a. *Agency* - Must be in good standing with GRPA.
- b. *Administrative Personnel* - To be eligible for agency membership renewal, an organization must employ a year-round salaried leisure services administrator. This individual must also be a GRPA professional member.
- c. *Planning* - The agency shall establish a plan of action for the purpose of providing recreational, parks and leisure services to meet the needs of the total community, conforming with the aims and objectives of the Georgia Recreation and Park Association, Inc.
- d. *Programming* - Agency must be organized for the purpose of providing recreation, parks and leisure services for a specific geographical location to include sponsoring a variety of facilities, activities and programs well distributed throughout the year and aligning its aims and objectives consistent with those of the Georgia Recreation and Park Association, Inc.

B. *New Agency* - Shall mean those agencies submitting formal application for agency membership accompanied by their agency membership fee. All agency membership applicants shall be interviewed by the state membership committee. (Though not mandatory, it is recommended that the new agency's representative appear before the Board of Trustees for final membership approval.) Upon approval, a new agency shall be placed in a probationary status for not less than one (1) year.

1. To be eligible for new agency membership, agency must meet the following criteria:

- a. *Administrative Personnel* - An organization must employ year-round salaried leisure services administrator. This individual must also be a GRPA professional member.
- b. *Planning* - The agency shall establish a plan of action for the purpose of providing recreational, parks and leisure services to meet the needs of the total community, conforming with the aims and objectives of the Georgia Recreation and Park Association, Inc.
- c. *Programming* - Agency must be organized for the purpose of providing recreational, parks and leisure services for a specific geographical location

to include sponsoring a variety of facilities, activities and programs well distributed throughout the year and aligning its aims and objectives consistent with those of the Georgia Recreation and Park Association, Inc.

- d. *Resolution* - A written document such as a resolution from a governing body (e.g., county, municipality, etc.) must be provided stating that the agency was established as a recreation and/or park organization.
- C. *Allied Membership* - Shall mean those agencies or organizations that are established for the purpose of maintaining the leisure needs or services of a specific population (i.e., mental health institutions, Georgia Special Olympics, etc.) or a specific interest group (i.e., ASA, USSSA, etc.) on a year-round basis:
1. To be eligible for allied membership, an agency must meet the following criteria:
    - a. *Administrative Personnel* – A salaried leisure service administrator must be employed. This individual must also be a GRPA professional member.
    - b. *Planning* - The agency shall set a plan of action suggesting a variety of activities to meet the leisure needs of the total community conforming with the aims and objectives of the Georgia Recreation and Park Association, Inc.
    - c. *Programming* - Agency must be organized for the purpose of providing in its action plan and programming goals a variety of activities for the leisure needs of the total community, to include those which are presently being implemented or in the process of being implemented in the future, and aligning agency's aims and objectives with those of the Georgia Recreation and Park Association, Inc.
    - d. *Review* - Allied agency membership must be reviewed at the end of each membership year.
- D. *Provisional Agency* - Any agency organized for the purpose of providing park and recreation services for a total community, aligning its aims and objectives consistent with the Georgia Recreation and Park Association may be considered for Provisional Agency Membership provided it meets the criteria below.
1. To be eligible for provisional agency membership, an agency must meet the following criteria:
    - a. *Administrative Personnel* - A contact person for the agency must be a full-time city and/or county employee. This membership category shall be available until such time that the agency employs a full-time salaried director and for no more than a two-year period. Agencies approved in this category may not reapply for provisional agency membership after the two-year period.
    - b. *Planning* - The agency shall set a plan of action suggesting a variety of activities to meet the leisure needs of the total community conforming with aims and objectives of the Georgia Recreation and Park Association, Inc.
    - c. *Programming* - Agency must be organized for the purpose of providing in its action plan and programming goals a variety of activities for the leisure needs of the total community, to include those which are presently being implemented or in the process of being implemented in the future, and

aligning agency's aims and objectives with those of the Georgia Recreation and Park Association, Inc.

- d. *Resolution* - A written document such as a resolution from a governing body (e.g., county, municipality, etc.) must be provided stating that the agency was established as a recreation and/or park organization.

**Section 6.** *Contributing* - Any individual or organization that contributes \$100 or more to the Association annually. Shall be entitled to one vote.

**Section 7.** *Corporate* – Suppliers, vendors, architects, planners, and others who provide commercial/professional service to the park and recreation field.

**Section 8.** *Membership Dues and Fees*

- A. Dues for all membership categories shall be set by the Board of Trustees except that no changes in dues may be approved by the Board without notification being made to the Board at the previous official meeting of the Board.
- B. *Dues* shall be payable January 1 and must be received by January 30 or privileges and services shall terminate. No refunds or reductions shall be made. A grace period (until February 15) with a \$5 late charge shall be provided for voting members to reinstate their voting rights. Renewals with a \$5 late charge shall be accepted after the grace period but voting rights shall not be reinstated. Non-voting members may renew at any date following the January 30 deadline with \$5 late fee. Agency members failing to renew by the deadline may renew at any time by paying a \$25 late charge. Student membership shall coincide with the calendar year. See GRPA Membership Procedures for periods of time, fees and other criteria.
- C. *Fees and Charges* - The Association may collect fees and charges for training functions, fund raising activities or other events not covered by membership dues. Members who fail to pay fees or charges will forfeit voting rights until said fees and/or charges are paid. Also, the usual and customary fee associated with NSF checks, closed accounts, and/or debit/credit card charge backs shall be assessed to the member. Members voting rights will be forfeited until such time as the indebtedness is cleared.

**Section 9.** *Charter Members* - Members who joined for the year ending December 31, 1945.

**Section 10.** *Application* - All applications for membership shall be submitted on an official membership application, properly completed, to the administrative office. The Membership Committee shall investigate qualifications.

**Section 11.** *Honorary Membership* - May be bestowed upon deserving individuals by the Board of Trustees. Carries no voting privilege.

**Section 12.** *Networks* - Membership in two networks shall be included in regular membership dues. Each member shall designate a primary network and a secondary network.

**Section 13.** *Suspension, Expulsion, and Grievance* - For cause, any membership may be suspended or terminated. Sufficient cause for such suspension or termination by membership shall be violation of By-Laws or any rule or practice properly adopted

by the Association or any other conduct prejudicial to the interests of the Association. For any other cause other than non-payment of dues, such suspension or expulsion shall be by two-thirds (2/3) vote of the entire membership of the Board of Trustees, provided that a statement of the charges shall have been mailed by registered post to the last recorded address of the member at least thirty (30) days before final action is taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Trustees at which the charges shall be considered, and the member shall have the opportunity to appear in person and present any defense to such charges before action is taken thereon. If suspension or expulsion occurs, such member may appeal from the decision of the Board of Trustees, to the annual meeting of the Association, providing that notice of intent to appeal is provided to the president at least ten (10) days in advance of the meeting.

**Section 14.** *District Membership* - Any agency or individual accepted for GRPA membership after fulfilling district by-law requirements shall become a member of a designated district as determined by geographical location.

## **ARTICLE VI**

### ***Board of Trustees***

**Section 1.** The governing body shall be known as the Board of Trustees and shall consist of the following persons:

- A. The officers of the Association.
- B. One (1) trustee to be elected from the professional members of the Association.
- C. One (1) trustee to be appointed by the Board from outstanding lay people from throughout the state.
- D. The chairperson of each network.
- E. The district commissioners.
- F. The immediate Past President of the Association.

**Section 2.** It shall be the duty of the Board of Trustees to establish policies and procedures within the scope of the Charter and By-Laws.

**Section 3.** The Board of Trustees shall record minutes of all Board meetings.

**Section 4.** The Board of Trustees shall have the power to fill vacancies for the remainder of their respective terms of office and board members, except for:

- A. *President:* in the case of death, resignation, or move from the state, the Vice President shall succeed for the unexpired term of the current President.
- B. *President-Elect:* office shall remain vacant until the next annual meeting.

**Section 5.** The Board of Trustees shall approve the annual budget and any supplements presented by the Chairperson of the Budget and Finance committee by majority vote of those members present, which shall serve as a guide to all expenditures of the Association.

**Section 6.** The President-Elect shall submit all appointments of committee chairpersons to the Board of Trustees for approval by a majority vote.

**Section 7.** The Board of Trustees shall review and approve the plan of work of all committees and shall invite committee chairpersons to attend Board of Trustees meetings, regularly or on specific occasions to keep the Board up-to-date on committee actions and plans.

A. Only the Full Board of Trustees shall have the power to amend or repeal any resolution, policy or standing committee vote. It shall take a 2/3 majority vote of those members present to amend or repeal any resolution, policy, or standing committee vote.

**Section 8.** The Board of Trustees shall handle all ballots for amendments to the Charter and By-Laws.

**Section 9.** The Board of Trustees shall elect one outstanding layperson who shall be an associate member of the Association as a member of the Board of Trustees. This GRPA associate member shall be afforded all voting privileges allowed GRPA professional members. Term of office shall be for two years.

**Section 10.** The elected officers of the Board of Trustees constitute the "Executive Committee". These are President, Past President, President-Elect, Vice President, and Secretary/Treasurer.

A. The Executive Committee shall act on behalf of the Board of Trustees during the interim period between Board meetings and shall have authority on all matters except the following:

1. Any action requiring membership approval as required by the Association Charter or By-Laws.
2. Filling vacancies on the Board or in the Executive Committee other than as provided herein.
3. Amendment or repeal of any resolution or policy adopted by the Board or standing committee vote that has been ratified by that standing committee, or which is contrary to or is a substantial departure from the direction established by the board or which represents a major change in the affairs, business, or policy of the association, or
4. Adoption of the budget.

B. All actions taken by the Executive Committee shall be submitted to the Board at the next Board meeting for consideration and ratification.

C. Minutes of all Executive Committee meetings shall be kept and shall be approved by the Board of Trustees at the next meeting following a meeting of the Executive Committee.

**Section 11.** Except as otherwise set forth herein, the Board of Trustees may act by majority vote of those constituting a quorum.

## ARTICLE VII

### *Officers*

- Section 1.** The officers shall be: President, President-Elect, Past President, Vice President, and Secretary/ Treasurer. The officers shall be elected by the membership from members who are certified by a nationally recognized credentialing organization and shall hold office for one (1) year or until the successors are elected and shall qualify. Additionally, an individual who has not obtained certification may be considered as an officer candidate if he/she has served in an active leadership role for three (3) years in the association and maintained a professional/retired GRPA membership as determined by the nominating committee.
- Section 2.** The officers of this Association shall perform the duties usually performed by such officers and as described in *Robert's Rules of Order, Revised*, together with such duties as shall be described by the By-Laws or by the Board of Trustees and the Manual of Procedures.
- Section 3.** The President of the Association shall act as presiding officer for the Board of Trustees meeting and Association business meetings. He/She shall call meetings of the Board of Trustees as specified in Article XIII, Section 2, or as requested in writing by two-thirds of the Board of Trustees. He/She shall give an annual Association report at the annual business meeting. He/She shall appoint for his/her term of office the chairperson of the standing and other committees. He/she shall serve as an ex-officio member of all committees with the exception of the Nominating Committee and Leisure Careers Foundation.
- Section 4.** The President-Elect of the Association shall acquaint himself/herself with the activities processes, and procedures of the Association and the duties of the President. He/She shall assume the presidency at the expiration of the term of the incumbent. He/She shall coordinate the activities of the Professional Outreach Committees and shall establish and maintain liaison with the district commissioners.
- Section 5.** The Vice President shall act as presiding officer in the absence of the President. In case of the President's death, resignation, move from the state, or being forced to leave the Office/Association, the Vice President shall succeed for the unexpired term of the current President. He/She shall coordinate the activities of the Professional Development Committees and shall establish and maintain liaison with network chairpersons.
- Section 6.** The Secretary/Treasurer of the Association shall keep original copies of all records of all activities of the Association and the Board of Trustees and ensure that these are placed in safe keeping in the Association's Administrative Office. He/She shall assure that all debts of the Association are paid in keeping with the adopted procedures for financial control of the Association. He/She shall coordinate activities of all Administrative/Communications Committees.
- Section 7.** The Past President shall coordinate activities of the Conference Services Committees. He/She shall serve as a member of the Executive Committee.

## ARTICLE VIII

## **Seal**

**Section 1.** The seal of the corporation shall be in such form as the Board of Trustees may from time to time determine. In the event it is inconvenient to use such seal at any time, the signature of the association followed by the word "Seal" enclosed in parentheses or scroll, shall be deemed the seal of the corporation. The seal shall be in the custody of the Secretary and affixed by him/her on such papers as may be directed by law, by these By-Laws or by the President or by the Board of Trustees.

## **ARTICLE IX Standing Committees**

**Section 1.** The chairpersons of all standing committees shall be appointed by the President and approved by the Board of Trustees, with the exception of the Nominating and Site Selection Committees which are chaired by the past president, the Budget and Finance Committee which is chaired by the Treasurer and the Leisure Careers Foundation, which is specified in their By-Laws.

A. District Commissioners and Network Chairpersons shall appoint committee members to each standing committee for his/her term of office, except for the Budget and Finance Committee, Nominating Committee, the Site Selection Committee, and the Leisure Careers Foundation. The structure of these committees shall be governed by their respective procedures.

B. To provide continuity and consistency within the leadership of each committee, Chairperson-Elect positions shall be appointed by the President-Elect each year. These positions shall be voting members of the committee. The Chair-Elect shall have served on the committee for at least one (1) year prior to appointment.

**Section 2.** Typical standing committees include Annual Conference, Athletic, Budget and Finance, Documents, Site Selection, etc. Changes may be made to standing committees through a 2/3's majority vote of the current Board of Trustees

**Section 3.** It shall be the duty of each standing committee to plan committee functions for the year, submit said plan, in writing, to the Board of Trustees prior to January 1; and carry out the plan as approved.

**Section 4.** Such other Committees as are deemed necessary in the interest of the Association shall be appointed by the President.

## **ARTICLE X Association Historian and Parliamentarian**

**Section 1.** *Historian* - shall be responsible for the collection and compilation of all functions and accomplishments of the Association. Shall submit a written report to be added to the permanent records of the Association as soon as practical after the annual conference.



**Section 2.** *Parliamentarian* - shall be thoroughly familiar with the Charter and By-Laws of the Association and shall be prepared to interpret them. Shall rule on questions of parliamentary procedure.

## **ARTICLE XI**

### ***Voting***

**Section 1.** Each professional member shall be eligible to vote provided membership dues are paid as established by deadlines outlined in Article V, Section 8. Exceptions: (1) New members or members transferring from non-voting status shall be eligible to vote upon payment of dues. (2) Members who owe the Association any monies other than dues shall forfeit voting privileges until all outstanding financial obligations are met.

**Section 2.** Each professional member shall have one (1) vote. In case of voting by mail, voting shall be completed thirty (30) days after ballots are mailed.

**Section 3.** Confidential ballots shall be used at the discretion of the Board of Trustees for any voting. Other acceptable methods of voting by the Board of Trustees include voting by roll call on any called conference call, e-mail, or facsimile.

**Section 4.** Provisions shall be made for absentee ballots for the election of officers, by-laws revisions and conference site selection.

## **ARTICLE XII**

### ***Election Procedure and Term of Office***

**Section 1.** There shall be an election held at each annual business meeting for the following officers: President-Elect, Vice President, and Secretary/Treasurer to a one year term. The two professional members of the Board of Trustees will serve a two year term.

**Section 2.** The officers and trustees elected at each annual meeting shall assume office immediately after being installed.

**Section 3.** District Commissioners shall be elected by voting members in accordance with district by-laws at least thirty (30) days prior to the annual conference.

## **ARTICLE XIII**

### ***Meetings***

**Section 1.** The place, length, and date of the annual conference shall be determined by a vote by the GRPA Board of Trustees.

**Section 2.** The Board of Trustees shall hold at least three official board meetings per year.

**Section 3.** A quorum of Board of Trustees shall consist of two-thirds of the professional membership of the Board.

**Section 4.** The annual business meeting shall be held in conjunction with the annual conference.

**Section 5.** The President shall develop and conduct a "President's Assembly" after the Annual Conference but prior to January 1 of the coming year, for the purpose of conducting an orientation program for the Association leadership and developing an annual program under which the Association shall operate.

#### **ARTICLE XIV** ***Amendments***

**Section 1.** Amendment(s) to the By-Laws may be proposed by any Professional or Retired member of the Association and should be submitted in writing to the Chairperson of the Documents Committee not less than forty-five (45) days prior to the Annual Conference.

**Section 2.** Proposed amendment(s) shall be submitted to the entire membership in the call for the annual meeting, which must be no less than thirty (30) days prior to that meeting.

**Section 3.** The proposed amendment(s) shall be voted on at the annual business meeting and an affirmative vote by two thirds (2/3) of all eligible voters present shall be necessary for ratification.

**Section 4.** Duly approved amendment(s) shall become effective immediately and any By-Laws of the Association heretofore adopted that are in conflict are hereby expressly rescinded.

#### **ARTICLE XV** ***Parliamentary Reference***

**Section 1.** *Robert's Rule of Order, Revised*, shall be the parliamentary reference for this Association.

#### **ARTICLE XVI** ***Districts***

**Section 1.** The Board of Trustees is authorized to divide the State into regional geographic districts.

**Section 2.** The Board of Trustees may establish a standardized set of district operational By-Laws to be used by each district.

**Section 3.** Each District shall elect from its professional membership, a district commissioner at least thirty (30) days prior to the annual conference.

**Section 4.** The district commissioner shall spearhead the effort to interpret the real philosophy of recreation to his/her district. He/she shall represent the Association in assisting communities to establish a recreation program. He/she shall be the spokesperson for the Association in his/her district in aiding and suggesting programs, ideas, resources, and facilities.

- Section 5.** The district commissioner shall serve as a member of the Board of Trustees and shall be charged with the responsibility of promoting within his/her district: 1) the exchange of ideas, 2) harmony, 3) fellowship, and 4) understanding between all persons interested in the recreation profession. To meet these goals, districts will create an annual calendar of programs and events.
- Section 6.** The district commissioner shall promote and recruit new membership in the Georgia Recreation and Park Association, Inc. and shall make every effort to encourage all individuals and public recreation departments, private recreation groups, industrial recreation program and agencies related to and interested in recreation to become members.
- Section 7.** The district commissioner shall work with members in his/her district in conducting workshops, institutes, and learning situations for members within his/her district.
- Section 8.** The district commissioner may establish a budget to operate within the financial constraints of the approved calendar year and the Georgia Recreation and Park Association, Inc.

## **ARTICLE XVII**

### ***Networks***

- Section 1.** The Association has established four (4) networks for members who have a common interest in a special area of the recreation and parks profession. These 4 networks will be:
- A. Athletics/Aquatics – This network is intended primarily for GRPA members who have an interest in promoting high standards in athletic and aquatic programming, and in providing training opportunities and resources pertaining to athletics and aquatics.
  - B. Recreation Programming – This network is intended primarily for GRPA members who have a common interest in promoting high standards in a variety of recreation programming areas including the fields of cultural affairs, therapeutic recreation, outdoor recreation and senior adult recreation, and in providing quality training opportunities pertaining to all facets of recreation programming.
  - C. Parks Maintenance and Operations – This network is intended primarily for GRPA members who have an interest in facility and grounds maintenance/operations (i.e. athletic fields, aquatics centers, recreation centers, playgrounds, dog parks, nature trails, specialty parks, etc.), turf management, and resource management, and in providing quality training opportunities pertaining to parks maintenance and operations.
  - D. Administration and Leadership – This network is intended primarily for GRPA members who have an interest in agency or facility management, operational

policies and procedures, budget preparation and management, improving communication between professionals and students/young professionals, bringing minority members together to enhance cultural awareness, addressing the diverse needs of members, and providing growth opportunities for current and future leaders.

- Section 2.** Any member may join a primary network and a secondary network. All members of the networks must be members of the Association.
- Section 3.** Each network shall establish a set of By-Laws by which it shall operate. Included shall be an election procedure for electing a Chairperson who shall serve as a member of the Board of Trustees.
- Section 4.** To become a network, any group may petition the Board of Trustees by submitting an amended set of By-Laws which must be consistent with those of the Association to create a new network. Proposed By-Laws should be submitted to the Chairperson of the Documents Committee as outlined in Article XIV, Section 1 of the GRPA By-Laws. The Board of Trustees shall act upon such petitions.
- Section 5.** Network activities shall be financed by the Association through an allocation of funds in the annual budget. All funds accrued by networks shall be part of the treasury of the Association.

#### **ARTICLE XVIII** ***Annual Reports***

- Section 1.** Written annual reports must be turned into the President by the following: Committee Chairpersons, Network Chairpersons, District Commissioners, and the Secretary/Treasurer of the Association. The deadline for these reports shall be established by the President.

**Amended:** November 27, 2000  
November 8, 2001  
November 6, 2002  
November 6, 2003  
November 8, 2005  
November 9, 2009  
November 30, 2010  
August 17, 2011  
November 7, 2012  
November 20, 2013  
November 10, 2014  
November 6, 2018  
Reviewed recommended changes – August 2019  
September 11, 2019  
November 2, 2021