

**GREENBELT TENNIS ASSOCIATION**  
**BYLAWS**  
**(Revised March 30, 2014)**

**Article I. Name**

This organization shall be known as the Greenbelt Tennis Association (hereinafter referred to as GTA).

**Article II. Purpose**

GTA's purpose shall be to promote tennis in the City of Greenbelt and adjacent communities through the offering and promoting of competitive and social tennis for players of all levels and ages.

The club will strive to provide opportunities for increasing each player's skill level as well as opportunities for social interactions between its members.

GTA shall coordinate its activities with the City of Greenbelt's Recreation Department and assist the Department in promoting tennis lessons, recommending instructors, and maintaining the Braden Field Courts.

GTA is a not-for-profit organization. GTA and its officers will not engage in any activity that might compromise its non-profit status.

**Article III. Membership**

Membership shall be open to all who request it upon filling out a membership form, paying the current year's membership dues, and abiding by the Bylaws. The Membership year will extend from May 1 through April 30 of the following year.

Membership dues are payable without regard to date of membership and are due at the time of application. The amount of members' dues shall be determined annually and voted on at the Annual Planning Meeting, as set forth in Article VI.

A member shall have the right to request any subject be presented for consideration by the Executive Committee

A member may be suspended from GTA activities for actions prejudicial or injurious to other members upon a majority vote of the Executive Committee.

## **Article IV. Officers/Executive Committee**

### **Section 4.1. Executive Committee**

The Executive Committee shall be charged with conducting GTA's business and organizing its programs. The Executive Committee shall be comprised of the current GTA officers, as set forth below, and committee chairpersons.

Members of the Executive Committee must join GTA and pay the annual membership dues.

The Executive Committee shall have sole authority on what matters shall be put before the membership for consideration and vote.

### **Section 4.2. Officers**

The officers of GTA shall be a President, a Vice-President, a Treasurer, and a Secretary. Any person may hold two or more offices at one time provided the duties thereof can be consistently performed by the same person.

Elections of officers shall be held at the Annual Planning Meeting, shall either be by written ballot or by voice vote and shall require a simple majority of GTA members present.

Nominations shall be made from the floor and members may nominate themselves.

All officers shall be elected for one year terms, but are eligible for reelection.

If an officer steps down mid-term, the Executive Committee shall appoint a replacement to fill out the term.

Any officer continuously failing to perform their duties can be removed from office following review of allegations by the Executive Committee, presentation of their findings, and majority vote by those present at a members meeting.

### **Section 4.3. Duties of Officers**

#### **A. President:**

Shall be the chief executive officer of GTA overseeing the general management and control of its affairs,

Shall appoint committee chairpersons,

Shall serve as liaison between GTA and the City of Greenbelt Recreation Department, and

Shall have the authority to make decisions on behalf of GTA in instances of time-sensitive situations.

**B. Vice-President:**

Shall assist the president in the performance of his/her duties and shall assume them in the president's absence,

Shall monitor the performance of committees to insure their proper functioning, and

Shall be responsible for collecting mail from GTA's post office box and disbursing it to requisite individuals.

**C. Treasurer:**

Shall have custody of, and be responsible for, all funds of GTA,

Shall disburse GTA funds taking proper receipts for each disbursement,

Shall keep adequate and correct accounts and upon request produce the financial records to the Executive Committee for inspections, and

Shall present at the Annual Planning Meeting a Treasurer's Report listing GTA's assets, liabilities, receipts and disbursements.

**D. Secretary:**

Shall keep the minutes of the meetings, and

Shall be responsible for the custody of all such minutes, and

Shall maintain the membership list.

**Article V. Committees**

The committee chairs of GTA shall be appointed by the President to provide leadership towards the successful accomplishment of our mission. GTA members may volunteer to serve on any committee. These committees can vary

from year to year as needed. Committees needed every year may include: Planning, Court Maintenance, Events and Communications.

**Article VI. Meetings**

An annual meeting of the membership shall be held in the first quarter of each year. The meeting shall be held at a time and place set by the Committee.

Meetings shall be called at any time, for any reason, as determined by the President or any two members of the Executive Committee.

Members shall be encouraged to attend meetings and are entitled to vote on all matters coming before the Executive Committee. A vote of a majority of those present shall be required to carry a question.

Notice shall be given at least five days prior to a meeting and sent electronically to current members and posted on GTA's website.

Any business may be transacted at a meeting without prior specification of such business.

A membership roll listing the name of current members shall be made available at meetings, and no non-member shall be allowed to vote.

**Article VII. Dissolution Procedures**

Upon dissolution, disbanding, or other termination of GTA, all assets shall be turned over to the City of Greenbelt Recreation Department.

**CERTIFICATION**

These Bylaws were circulated for view to all current members and approved by a majority vote on March 30, 2014.

Secretary\_\_\_\_\_

Date\_\_\_\_\_