

BYLAWS OF CITY PARK RACQUET CLUB, INC.¹
AMENDED

ARTICLE I – NAME AND PURPOSES

- Section 1. The name of the Club shall be the City Park Racquet Club, Inc (the Club).
- Section 2. The Club shall operate under the laws of the state of Colorado, not for profit, but for the advancement of the purposes set forth in the Articles of Incorporation of the Club.

ARTICLE II – MEMBERSHIP

- Section 1. All members of the club shall be considered members until their resignation or removal or until such time as they fail to pay annual dues. Members shall be responsible for payment of annual dues and other charges imposed by the Board of Directors (the Board) during the period of their membership. Members may not transfer their interests or rights as members other than the right to vote through proxy. A member may resign as such at any time, with written notice delivered to one or more of the Club's directors or officers.
- Section 2. Any person who has paid the designated dues and other charges shall be considered as members of the Club and shall be eligible to play on any league team sponsored by the Club and participate in other Club activities. Annual membership dues shall cover a calendar year, and shall be payable by any member no later than the date the member begins play on any league team sponsored by the Club during the year in question or if the member will not be playing on a league sponsored by the Club, by no later than April 1 of the year in question. Annual membership will not be prorated for people who join the Club at a time other than the beginning of the membership year. The Club is under no obligation to refund any monies paid by any member.
- Section 3. No one shall be denied membership in the Club because of race, creed, color, national origin, sexual orientation, or age.
- Section 4. A member may be expelled with sufficient cause, such as failure to pay annual dues, by a vote of 50 percent or more of the Club's directors. All CPRC members are expected to abide by the rules of conduct of CPRC. These rules are included as Appendix 1 of these bylaws.
- Section 5. Each member of the Club shall provide contact information for the Club's Membership Coordinator or other Club representatives designated by the Board (electronic mail address, physical mail address, or both) and shall keep the Club informed of any changes to such contact information. Unless members otherwise consent, their information may be used by the Club only for Club purposes (e.g., to notify a meeting of members).
- Section 6. Each member shall have one vote in the election of directors, and such other matters to be voted on by the members, and each member may vote in person or by proxy. Cumulative voting shall not be permitted in the election of the officers. Annual meetings of members shall be held in October of each year on a date and at a location and at a time designated by the Board. The Board shall be required to call a meeting of the members if one or more directors or officers of the Club receive one or more written demands for the meeting, stating the purpose or purposes for which it is to be held, signed by at least ten percent of the members. Notice of any annual or special meetings of the members shall be given to the members at least 10 days prior to the date of the meeting. Notice may be given by electronic mail or other means determined by the Board (consistent with the requirements of the Colorado Revised Nonprofit Corporation Act). Fifteen percent of the members represented by person or proxy shall constitute a quorum for any meeting of members. If a quorum exists, action on a matter is approved if the votes cast in favor of the matter exceeds the votes cast opposing the matter (simple majority).

¹ Original Bylaws were adopted by the City Park Racquet Club membership on 12/5/2007

ARTICLE III – DIRECTORS AND OFFICERS

Section 1.

The CPRC Board of Directors shall be composed of a President, a Vice-President, a Secretary and a Treasurer (the officers). These four officers will be elected at the annual meeting of the Club providing that quorum for the meeting is reached.

Three additional Board positions: a Tournament and League Coordinator, a Membership and Outreach Coordinator, and a Local Government Coordinator (the coordinators) shall complete the Board. Additional ex-officio and/or temporary Board positions may be appointed from time to time as need arises. These ex-officio positions will not have voting privileges.

Section 2.

These seven (7) members of the Board of Directors shall constitute the Executive Body of the Board with the main directive to attend to everything related to good governance, administration, surveillance and operation of the Club. The Board may, in its discretion, add or eliminate coordinator positions, and alter the duties of coordinators that are set forth below. Coordinators shall be appointed by the Board after consultation with the members at each annual meeting. The President, in consultation with the other Board Officers shall select the coordinators. Coordinators shall serve until such time as they resign or are removed by the persons who hold the positions that are responsible for appointing them.

The officers shall have additional duties specific to their position as listed below:

President: The President shall be the highest executive officer of the Board. The President shall:

- preside over the meetings with powers to appoint committees from among the members of the Board or the membership at large when it deems it prudent.
- Managing discussions and debates during Board meetings ensuring a positive interaction.
- Represents CPRC to internal as well as external stakeholders.

Vice-President: The Vice-President shall

- assist the President in his functions and duties when the latter so requested and will replace him in functions in the event of absence, travel or illness that temporarily makes it impossible for the President to conduct them.
- If President or Vice-President are temporarily unable to exercise their functions, the Board shall temporarily appoint another member to perform the functions on an interim basis.

Secretary: The Secretary shall have the following duties:

- In cooperation with the President, send meeting invitations regularly.
- Prepare the minutes of the meetings of the Board.
- Certify and approve jointly with the Board the minutes of each meeting.
- Keep records of all the documentation concerning the Board meetings.

Treasurer: The Treasurer shall assist the Board of Directors with all matters relating to the financial matters of the Club including but not limited to:

- Keeping financial documents, statements of accounts, and payment of obligations.
- Having authorization along with the Vice-President to write checks from the Club's bank account for the payment of all types of expenses.
- Keeping receipts and evidence of expenses and payments. Checks, payments, and disbursements that it authorizes, shall be made with the approval of the President, or in the alternative, of the Vice-President or, in his absence, of any other member of the Board of Directors.
- Developing draft budgets and providing them to the Board for evaluation and comments
- Developing monthly reports of income and expenditures and providing them to the Board

League Coordinator: The League Coordinator shall assist the Board of Directors with matters relating to interaction with the Colorado Tennis Association (CTA) as well as tournaments. The duties include but are not limited to:

- Serving as liaison between USTS/ITA/CTA and CPRC
- Attending the annual meeting with CTA and other league coordinators
- Coordinating with the Colorado Tennis Association in registering teams and getting team numbers
- Providing team captains with team numbers

- Providing team captains with a table for them to report each team composition with names and electronic addresses
- Coordinating with the City of Denver Parks and Recreation to reserve courts for league matches
- Preparing a list of teams, captains and numbers and providing them to the treasurer and Outreach and Membership Coordinator
- Providing captains with court assignments once reserved with the City of Denver Parks and Recreation with the associated court costs that each team must pay
- Provides names of interested players to team captains
- Leading the effort in organizing the yearly CPRC USTA tournament. Oversees Club tournaments
- Obtains permits for courts for tournaments
- Sets dates, budget, entry fees, and establishes rules of play for tournaments

CPRC Communications and Membership Coordinator: The CPRC Outreach and Membership Coordinator's duties include but are not limited to:

- Compiling team tables provided by the treasurer to create a list serve or other automated system of member's emails
- Using this system to communicate with all CPRC members regarding club activities including social tennis, outreach activities in the community organized by CPRC
- Managing the automated membership application once it becomes available. Notify all members when this is implemented
- Assist the League Coordinator in recruiting CPRC members to work the CPRC annual tournament
- Coordinate and assist web developer (ex-officio member) in the maintenance of the CPRC web site

CPRC Local Government Coordinator: The CPRC Local Government Coordinator's duties include but are not limited to:

- Serving as liaison with the City of Denver Parks and Recreation Department (the Department)
- Reporting to the Department regarding instances of deficiencies in court conditions, general area conditions and/or conditions that may represent a hazard to those using City Park courts.
- Coordinates with the appropriate city government office(s) to conduct ~~Directs~~ maintenance and repair work for the courts and surrounding areas
- Representing CPRC at any public meetings hosted by City government that have a direct effect on the tennis activities at City Park.
- Keeping a physical inventory of the Club's equipment, including any equipment donated to the Club, and ensures that such equipment is stored in a safe location
- Estimating the value of items in the physical inventory
- Providing the physical inventory and the value estimate to both the Treasurer and the President
- Ensuring that any donated items in the physical inventory are used and distributed in a manner consistent with the intent of the donor; and
- Distributes items in the physical inventory as either directed in writing or approved in writing by either the President or Vice President

CPRC Community Outreach Coordinator. This is an ex-officio position currently being performed by the vice president of the club. This position has duties that include:

- Bridging the gap between the club and the surrounding community by club lead and/or engaging with other organizations that work to provide services to underserved groups in the community
- In coordination with the Communications and Membership Coordinator, growing club membership,
- Driving participation in tennis programs and organizing events that make the sport accessible to diverse audiences.
 - These goals can be met by acting as a liaison between the tennis club, community leaders and local advocacy groups.
- Collaborating with local schools to integrate tennis into PE curriculum and after school programs as another avenue to reach underserved communities.

ARTICLE IV – AMMENDMENTS

Section 1. These Bylaws may be amended at any time by a vote of the members.

APPENDIX 1: CPRC CODE OF CONDUCT

CPRC Code of Conduct



City Park Racquet Club is fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that everyone associated with the club act with integrity and show respect and understanding for the safety and welfare of others.

As a member of CPRC, you are expected to abide by the following rules. Breaches may result in loss of membership or other disciplinary actions.

- Act with good judgment, discretion, and integrity; participate within the rules and etiquette of tennis.
- Do not discriminate against any individual because of race, gender, creed, color, national origin, age, disability, sexual orientation, gender identity, or gender expression.
- Respect your opponents, coaches, umpires, referees, and their decisions.
- Respect fellow club members.
- Treat all city of Denver and CPRC property and equipment with respect, and clean/tidy up after yourselves.
- Refrain from swearing, yelling, physically threatening, or engaging in other aggressive behavior toward other players, employees, or guests.
- Bullying behavior will not be tolerated amongst members, or guests.
- Sexual harassment of a member, staff, or guest will not be tolerated.
- Comply with all health and safety regulations, including those related to public health directives.
- Adhere to the club's dress code, ensuring appropriate tennis attire is always worn on the courts.
- The use of illegal substances on City Park premises is strictly prohibited.
- Use facilities responsibly and report any damage or required maintenance to any CPRC Board member.
- Electronic devices should not interfere with the enjoyment of other members.
- Address any conflicts or disputes respectfully and if necessary, seek others for mediation.
- Refrain from petitioning, campaigning, or promoting political activities or causes on club premises. City Park is a neutral space intended for sports and recreational activities, and all members should respect this environment.

It is unacceptable for anyone to behave dangerously or inappropriately, or in a way that distracts those coaching, playing tennis, or enjoying the facilities in any way or that could cause damage to property. Members are responsible for the behavior of anyone they bring to the premises. All members or visitors shall report to CPRC Board members or Denver Parks and Recreation any situation that endangers the health and safety of anyone on park premises.

CPRC has the right to impose the following or other appropriate sanctions on individuals or groups who violate Club policy:

- Warning
- Reprimand
- Probation with or without conditions
- Suspension for a definite period with no refund of dues for time spent suspended
- Police action and possible criminal prosecution
- Termination of membership

If you witness unacceptable behavior, please report it to the Board of Directors.

UPDATED MAY 2026