



BY-LAWS (AS
AMENDED
June 13, 2025)

COPPELL HIGH SCHOOL HOCKEY
ASSOCIATION

Coppell, Texas

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1. DEFINITIONS

“Association” means the Coppell High School Hockey Association.

“Board” means the Board of Directors of the CHSHA.

“CHSHA” means the Coppell High School Hockey Association.

“Executive Officers” means the President, Vice-President, Secretary/Treasurer of the Board as defined in Article 5.1.

“Fiscal Year” means the period of twelve (12) months beginning on the 1st of May and ending on the 30th of April of each year.

“League” means the governing High School Hockey League in which the CHSHA participates.

“Membership” means the parents and/or legal guardians of Players, and other parties interested in supporting the objectives of the CHSHA and who willingly obey the By- Laws and the rules and regulations established by the Board, and who have paid the required dues as established by the Board, collectively as a group, as opposed to individually.

“Members” means the parent and/or legal guardians of Players, and other parties interested in supporting the objectives of the CHSHA and who willingly obey the By-Laws and the rules and regulations established by the Board, and who have paid the required dues as established by the Board.

“Player(s)” means youth meeting the requirements set forth in Article 3.

2. TERMINATION AND DISSOLUTION

2.1 The term of these By-Laws will begin on June 13, 2025 and will remain in effect until the occurrence of one of the following:

- A determination by majority vote of the Members that the Association should be terminated.
- The Association has become inactive for two consecutive Fiscal Years.

2.2 Upon dissolution of the CHSHA, all assets of the Association shall be distributed for the purposes for which they were initially intended, and within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code as may be applicable to the Association.

3. TEAM PARTICIPATION

- 3.1 Varsity team participation shall be open to qualified students in grades 9-12, in good standing, at Coppell High School, New Tech High at Coppell, or students who live in Coppell Independent School District and are home schooled or attend private high school or attend 9-12 designated to CHSHA school districts, per League rules, interested in participating in and/or promoting the objectives of this Association and who willingly obey all rules, regulations and codes of conduct established by the Board.
- 3.2 Junior Varsity team participation shall be open to qualified students in grades 7-10, in good standing, at any Coppell Middle or High School, or students who live in Coppell Independent School District and are home schooled or attend private middle or high school or attend 7-10 designated to CHSHA school districts, per League rules, interested in participating in and/or promoting the objectives of this association and who willingly obey all rules, regulations and codes of conduct established by the Board.
- 3.3 Any Association member, player, parent, guardian, coach or manager who is not in good standing with the Association may not participate in any CHSHA or League practice, game, tournament or event until that member, player, parent, guardian, coach or manager has returned to good standing status with the Association as determined by the Board.

“Good standing” is defined as current with all CHSHA dues/fees, in full compliance with team rules and regulations, parent’s, player’s, and coach’s code of conduct, UIL rules, CHSHA By-Laws, CHSHA Operating Practices, CHSHA Articles of Incorporation and Association, League Rules, and USA Hockey Rules.

- 3.4 Neither provision 3.1 nor 3.2 shall override rules set out by the governing body of high school hockey in the AT&T Metroplex High School Hockey League (the League).

4. AMENDMENTS

- 4.1 These By-Laws may be amended by a majority vote of the Members.
- 4.2 Any CHSHA Member may propose an amendment by presenting such proposal to the Board in writing for review. The Board, at its discretion, will determine what action is taken on the proposed amendment. The Board must approve the amendment before it is presented to the Members.

5. BOARD OF DIRECTORS

- 5.1 A Board shall govern and implement the By-Laws of the CHSHA. This Board will consist of no less than three (3) and no more than six (6) members elected by the Members. Each director, including the President, will have one (1) vote. The Board shall consist of the following officers:

- 1 President
- 1 Vice President
- 1 Secretary/Treasurer
- Up to 3 Directors-at-Large

The President, Vice President, and Secretary/Treasurer shall be considered the Executive Officers. Executive Officers must be individuals who have a child playing on a CHSHA Varsity or Junior Varsity team for the fall/winter season. Directors-at-Large can be any Member who chooses to be a candidate for these positions and is duly elected by the Membership, or in the event of a Board vacancy, appointed by the President of the Board, per Section 5.3.

Among the Directors-at-Large, one position shall serve as the Social Media Manager, responsible for overseeing the Association's social media presence and assisting with communication outreach.

The Vice President shall be responsible for all official internal and external communication on behalf of CHSHA, in addition to duties defined elsewhere in these By-Laws.

No active coach may serve as a member of the Board. No more than one member of each family may serve on the board as an Executive Officer at the same time.

The Board may also appoint Team Managers for each team that operates under the CHSHA. These individuals will assist in the management of team logistics and communications and will report to the Board or a designated Executive Officer.

- 5.2 A quorum for the transaction of business shall consist of one more than half the total membership of the Board. Each member of the Board, including the President, shall have one vote. In the event of a tie, the President's vote shall be the deciding vote.
- 5.3 A vacancy in the office of President, shall be filled by the Vice-President. The Vice-President shall be the President and will retain the title and authority of President for the remainder of the term. When a vacancy occurs in the office of any other position, the President will appoint, with Board approval, a person to fill the office for the remainder of the term in which the vacancy was created. The vacancy shall be filled at the next Board meeting after such vacancy occurs.
- 5.4 Any Board member missing more than three consecutive meetings may be deemed to have resigned and may or may not be re-appointed in the current term, at the Board's discretion.

- 5.5 The election of Board members shall be held no later than the last week of April.
- 5.6 Each position on the Board will be elected separately.
- 5.7 The term of each Board member shall be twelve (12) months commencing on May 1 and ending on April 30 of the following year. Board members may be elected to successive terms.
- 5.8 The Board will, at a minimum:
- a) Meet monthly during the hockey season (typically August through April), unless otherwise agreed upon by a majority of the Board. Meetings may be held in person or virtually to accommodate Board availability. Meetings should be scheduled with the intent to achieve a quorum. The Head Coach is invited to attend and participate in board meetings. Other coaches may be included at the Head Coach or the board's discretion.
 - b) Each meeting agenda may include, but is not limited to, the following items:
 - Approval of minutes from the previous meeting
 - Reports from Executive Officers and Committee Chairs
 - Old Business
 - New Business
 - Financial Report and Approval (if applicable)
 - Adjournment
 - c) Board meetings are open to Members, and Members are encouraged to attend. Any Member wishing to speak at a CHSHA Board meeting must submit their request in writing to the President at least five (5) days prior to the scheduled meeting date. The President, in consultation with the Board, may approve or schedule Member presentations as time allows. Any member of the Board may request that the President call a special meeting.
 - d) Conduct the business of the CHSHA, including but not limited to, appointment of committees, appointment of coaches and team manager, establishing dues/fees, and other items as required to generally keep the association functioning.
 - e) Establish committees, as deemed appropriate by the Board to promote the purposes of CHSHA, at the first meeting of each new Board.
 - f) Establish, approve and distribute, a "Code of Conduct" to be signed by Members and Players prior to the beginning of the season.
- 5.9 The Board will call at least one annual meeting of the Members, during each fiscal year, for the purposes of electing a new Board as defined in Article 5.1, and for an

annual report to Members. Notice of the annual meeting must be provided to Members in writing at least twenty (20) calendar days in advance of the meeting. The annual meeting will have the minimum agenda items previously outlined in Article 5.8 a). The Board may call other meetings of the Members as deemed necessary. Written notice of any general or annual meetings shall be deemed given if distributed via electronic mail to the electronic e-mail addresses on file with the Board, as provided by members at the time of the registration of their Player with the Association, or as later updated by notice to the Association.

5.10 For any issue requiring a vote, including elections of the Board and Executive Officers, voting rights will be allocated to Members at one (1) vote per Player with whom that Member is associated. For example: two parents with one Player will be considered as one Member with one (1) vote; two parents with two Players will be considered as one Member with a total of two (2) votes. All issues requiring a vote of the Members shall be presented to the Members at a general meeting of the Membership, or by notice to the Members via electronic mail, and decisions on such issues will be carried by a majority vote of the Members in attendance at the meeting at which the vote is called, or by a majority of the Members who respond in writing to the electronic notice for which the vote is called.

5.11 The duties of the directors shall include, but not be limited to the following:

a) The President shall:

- Be responsible for the overall management of CHSHA, serving as the primary liaison with the League and ensuring all CHSHA commitments are fulfilled.
- Call and preside over Board meetings.
- Establish the Board meeting schedule and prepare agendas.
- Work closely with the Vice President, Secretary/Treasurer, Social Media Manager, Hockey Head Coach, and Team Managers to deliver and evaluate the hockey program.
- Play an active role in handling disputes and code of conduct violations; chair the Sportsmanship Committee.
- Rule on questions of order and perform all other duties normally associated with the office.

b) The Vice President shall:

- Assume the duties of the President in their absence.
- Keep membership roles and contact information up to date.
- Notify members of upcoming meetings and elections.
- Oversee all CHSHA communication efforts, including coordination with Team Managers and coaches to ensure timely communication with players and parents.
- Serve as primary contact for internal announcements, newsletters, and public messaging.
- Collaborate with the Social Media Manager and other Board members to maintain consistent messaging and branding.

- Coordinate the scheduling of ice time and organized team activities (e.g., tryouts, alumni games, community skates) with the DSMHL.
- Administer and enforce the Association's code of conduct and maintain signed forms.
- Perform all other duties normally associated with the office.

c) The Secretary/Treasurer shall:

- Maintain accurate records of all Board and membership meetings and distribute minutes to the Board.
- Manage all financial transactions for the Association, including payments, deposits, and record keeping.
- Provide regular financial reports and ensure compliance with financial policies and audits.
- Serve as the primary interface with the Association's financial institutions and ensure proper reporting.
- Perform all other duties normally associated with the combined office.

ci) Directors-at-Large (up to 3) shall:

- Assist the Executive Officers in fulfilling CHSHA's mission and day-to-day operations.
- Serve as leaders or contributors to designated committees or initiatives as assigned.
- Each Director-at-Large shall take responsibility for special projects as assigned by the Executive Board i.e. sponsorship, fundraising, etc.

cii) Social Media Manager (a non-Director role):

- Oversee the Association's online presence, including social media accounts and website updates.
- Develop and implement a content calendar to highlight team activities, achievements, and announcements.
- Coordinate with the Vice President to align digital messaging with broader communication efforts.
- Engage with members and the public in a manner consistent with the Association's values and goals.

ciii) Team Managers (non-voting, appointed positions):

- The Board may appoint Team Managers for each CHSHA team.
- Team Managers will support team operations, serve as liaisons between parents and coaches, and assist with administrative tasks as assigned by the Board.

6. FINANCIAL PROCEDURES

- 6.1 The Board will establish and maintain a checking account in the name of CHSHA, using sequentially numbered checks. All funds collected and all expenditures paid on behalf of CHSHA will be deposited into/disbursed from this account. The account will be balanced monthly and certified as such by the Board at its monthly meeting.
- 6.2 A financial report will be prepared and presented to the Board monthly. At a minimum, the financial report will include a record covering deposits, expenditures and balances in sufficient detail for the Board to conduct the business of CHSHA and account to Members. A copy of the most recent bank statement will accompany the financial report.
- 6.3 Invoices and/or receipts will be required for all reimbursements or expenditures authorized by the Board. Reimbursement for out-of-pocket expenditures, on behalf of CHSHA, must be approved by the Board.
- 6.4 Fees for participating in invitational tournaments or off-season activities outside of league play will be borne by those participating in these events, or by the general funds of CHSHA, allocated for such events, at the discretion of the Board. Fundraising to support tournaments will be allowed only with Board approval. Participation in tournaments will be on a voluntary basis.
- 6.5 The President, the Vice-President, and the Treasurer will be authorized to sign checks. The checks will require only one signature.
- 6.6 An audit of the CHSHA bank account will be undertaken one (1) month prior to the annual meeting or at a change of Treasurer. An audit committee, comprised of Members who are not members of the Board, will be appointed by the Board. The audit committee will ensure that the financial procedures outlined in Article 6 are being followed and that account balances match the financial statement as of the date of the audit. The audit committee will present its findings to Members at the annual meeting, and these findings shall be recorded in the minutes.
- 6.7 The Board shall manage the funds of CHSHA in a reasonable and responsible manner so as to protect the interest of all Members, and such that only fees required for the current year activities are collected from Members each year. The Board is authorized to establish an operating budget for each fiscal year and, in the Board's discretion, establish a reasonable reserve fund to provide operating capital for association activities and programs. The Board is further authorized to establish and fund the CHSHA Scholarship Program to provide financial assistance to Members for Player fees, and/or to recognize graduating Player academic achievement, at the Board's discretion, and under criteria established by the Scholarship Committee, members of which are to be appointed by the Board. Funds placed into the Scholarship Program shall be derived from Association fundraising activities only, and not from Player fees. With the exception of permitted reserves, the Board will attempt to ensure that account balances at the end of the Fiscal Year are as close to zero (0) as possible, such that money is not accumulated from one Fiscal Year to the next.