

Coppell High School Girls Soccer Parent Organization
Articles of Association
Revised 11/18/2008

Article I: Name

This organization shall be known as the Coppell High School Girls Soccer Parent Organization. Within these Articles it shall also be referred to as "GSPO".

Article II: Objective

GSPO shall exist for the purpose of promoting and supporting girls' soccer activities at Coppell High School (CHS) of Coppell Independent School District (CISD) in accordance with the Texas University Interscholastic League (UIL) guidelines. Such promotion and support is to benefit all of the CHS girls' soccer teams and coaches. Funds may be raised to support this objective and used in accordance with GSPO, CISD, CHS and UIL policies.

Article III: Officers

- A. The governing body of the GSPO will be the Executive Committee. The Executive Committee members are listed in Article IV and shall be elected at the End of Season Banquet with exception to team representatives. Team representatives will be elected after all team rosters have been set by the Girls Soccer Head Coach. Officers are to serve as unpaid volunteers.
- B. Executive Committee members shall assume their official duties immediately upon election and serve a term of two years or until their successors are elected.
- C. Executive Committee members who no longer wish to serve must submit a letter of resignation to the President and indicate the effective date of such resignation.
- D. An Executive Committee position vacancy may be filled for the interim term by a member appointed by the President.
- E. It is the responsibility of the Executive Committee to perform in the best interests of the GSPO and all CHS girls' soccer teams. Members finding themselves in conflicts of interest or perceived conflicts of interest, should exclude themselves from the decision making process.

Article IV: Duties of the Officers

- A. The President shall assume overall responsibility for the direction for the GSPO.
 - 1. Term of office will be for two years.
 - 2. Shall preside at all meetings.
 - 3. Shall insure the impartial administration and enforcement of these articles.

4. Shall be authorized to sign all GSPO checks.
- B. The Vice President shall act as an aide to the President.
1. Term of office will be for two years.
 2. Shall perform all duties of the President in his/her absence.
 3. Shall be authorized to sign all GSPO checks.
 4. Shall be responsible for fund raising activities.
- C. The Secretary shall record the minutes of all the meetings.
1. Term of office will be for two years.
 2. Shall provide GSPO correspondence, as needed.
 3. Shall maintain record of all members in good standing.
 4. Shall provide proper notice of the GSPO Annual Meetings.
 5. Shall hold and file all minutes for the previous and present years.
- D. The Treasurer shall be responsible for all banking and disbursement of funds as approved by these Articles or the Executive Committee.
1. Term of office will be for two years.
 2. Shall be a member of the budget committee.
 3. Shall maintain current and accurate financial books.
 4. Shall prepare financial statement at least annually and as requested by the President.
 5. Shall maintain check book and reconcile bank accounts monthly.
 6. Shall advise appropriate members of the Executive Committee if any portion of the budget will become over spent or if adjustment is required.
 7. Shall provide all financial books and records for an annual review to members selected by the Executive Committee.
 8. Shall submit all required forms, reports or returns to the Internal Revenue Service and / or State of Texas and Coppell ISD.
- E. Parliamentarian:
1. Term of office will be for two years
 2. Review By-Laws on a yearly basis with a volunteer committee.
 3. Ensure GSPO's adherence to By Laws & UIL rules.
- G. Team Representatives – One per Team
1. Term of office will be one year.
 2. The President will solicit volunteers from each team who are not members of the Executive Committee.
 3. Selection is to be made after the Head Coach has selected team rosters.
 4. Shall be responsible for providing communication to respective team regarding GSPO and team activities. Shall communicate necessary information for their respective team to the webmaster to keep the team's webpage current.

Article V: Committees

- A. The Executive Committee shall appoint all special committees and committee chairpersons.
- B. Fundraising Committee. Recommends fundraising opportunities as allowed by CHS and UIL guidelines and coordinates approved projects. Reports to the Vice President.
- C. Banquet Committee. Recommends location and date of banquet. Is to be provided a budget, as approved by Executive Committee no later than 2nd Thursday in January. Reports to the Secretary.
- D. Senior Night Committee. Coordinates senior memory brochure and player/parent recognition during last regular season home game. Reports to President.
- E. Publicity/Spirit Committee. Promotes girls' teams through the school, CHS Soccer Website and local community. Reports to the President.
- F. Budget Committee. Presents to the Executive Committee an annual budget by the 2nd Thursday in November. Reports to the Treasurer.
- G. Nominating Committee. Appointed by the Executive Committee. Notice of interest in committee serving is to be made by Team Representatives in March.
- H. Audit Committee. Performs an annual review of the books and financial records and reports results to the Executive Committee prior to annual meeting.

Article VI: Fiscal Year

The fiscal year of the GSPO shall be October 1 through September 30.

Article VII: Meetings

- A. The GSPO will hold its annual membership meeting in conjunction with the End of the Year Banquet.
 - 1. A notice of the meeting is to be provided to the parent/guardian of each player two weeks prior to the Annual meeting date.
 - 2. A slate of officers is to be presented from which the membership will vote.
 - 3. Nominations of additions to the slate of officers will be accepted if:
 - i. Nominating person is a member in good standing.
 - ii. Nominated person is a member in good standing and agrees to serve in nominated capacity.
 - 4. A quorum shall be in attendance for the meeting to begin and election to take place.

- B. Meetings of the Executive Committee may be called by the President or by any other 2 Executive Committee members.
- C. Season meetings will be held as needed November to May, no more than monthly.
- D. The President shall preside at all meetings and may institute the Roberts' Rules of Order if the nature of the discussion or agenda warrants such procedures for the orderly conduct of the meeting.
- E. All meetings of the GSPO will be open to the public.
- F. The official communication of the GSPO will be by email.

Article VIII: Membership

- A. Membership in GSPO is on an annual basis and dues are non-refundable.
- B. Membership for the current academic year will begin upon receipt of dues within the current academic year.
- C. Annual Dues will be set by the Executive Committee.

Article IX: Voting

Annual Meeting and Amendment voting is granted to all members who are in attendance. No absentee voting will be allowed.

Article X: Amendments

- A. These articles may be amended, by vote, by a quorum of members.
- B. Notice of meeting to address proposed amendments is to be communicated two weeks prior to the meeting date.

Article XI: Definitions

A quorum is defined as 15% of membership.

Article XII: Dissolution

Upon dissolution of GSPO, assets shall be distributed for one or more exempt purposes within the meaning of section 501 c(3) of the Internal Revenue code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.