

CAMBRIDGE UNIVERSITY POLO CLUB CONSTITUTION (Reviewed 27 Oct 14)

1. Name

1.1. The club shall continue under the name Cambridge University Polo Club, referred to by any suitable abbreviation, such as CUPC or the Club, hereafter.

2. Aims

The principal objects of the Club are:

2.1. To field a Varsity team each year.

2.2. To promote polo to members of The University of Cambridge (hereafter referred to as the University) at an 'affordable' rate, particularly seeking to encourage members who may not otherwise have the opportunity to play.

3. Membership

3.1. Membership shall be open to all members of the University and CUPC alumni, with varying membership rates and rights. Others may be awarded membership upon the discretion of the Executive Committee. There shall be no life membership.

3.1.1. Playing Membership

Permitted to members of the University and gives members rights: to enter CUPC lessons, matches and tournaments as part of Cambridge University Polo Club; to use CUPC ponies in accordance with CUPC pony-hire practices; attend CUPC events; and vote in CUPC elections. Playing members shall incur member rates for all activities (reviewed before the start of each academic year by the Executive Committee). Membership shall be valid until the following 1st October.

3.1.2. Non-playing Membership

Permitted to members of the University and gives non-playing members rights to attend CUPC events at member prices but not the rights to enter CUPC lessons, matches and tournaments or hire CUPC ponies at member rates. Membership shall be valid until the following 1st October.

3.1.3. Alumni Membership

Open to past playing and non-playing members of CUPC. Alumni members have the right to: attend CUPC Alumni and Open events; participate in CUPC lessons, matches and tournaments when opened to alumni; and hire CUPC ponies at the discretion of the Executive Committee. Members of the Alumni do not have the right to vote at General Meetings. The Executive Committee will determine alumni rates at the start of each academic year. Membership shall be valid until the following October 1st.

3.1.4. Other Membership

Should there be demand from others for membership of CUPC these shall be determined on an individual basis with rights and rates determined at the start of membership. The Executive Committee shall determine the term of membership on an individual basis.

3.2. CUPC shall have the right to charge an annual membership fee, determined and reviewed by the Executive Committee before the start of each academic year. Membership fees will vary according to the membership type.

3.3. Other conditions of membership will be determined by the Executive Committee and must be met by all members (including, but not limited to, riding standard for playing members, for example).

3.4. The Executive Committee may suspend, with immediate effect or otherwise, participation by any member whose conduct goes against any rules of CUPC, including this constitution, or whose conduct has or seems likely to bring the Club into disrepute. The relevant member will have the right of appeal to the Advisory Committee within 14 days of notice of his/her suspension. The Advisory Committee may suggest a course of action to the Executive Committee but the ultimate decision shall be taken at the next General Meeting by means of a vote no more than 35 days after suspension.

4. Governance

4.1. There shall be an Executive Committee, an Advisory Committee and a Junior Committee.

4.2. The Executive Committee shall be made up of officers who are currently full- or part-time undergraduate or postgraduate students. The day-to-day management of the Club's affairs shall be in the hands of the Executive Committee who shall hold the executive power to make decisions on behalf of the Club. There shall be five Executive Committee positions, outlined below:

4.2.1. Club Captain

The Club Captain will hold the foremost authority and be responsible for the overall effective management of the Club. He/she will chair meetings at which they are present and is the primary approved signatory for contracts and financial documents on behalf of the Club. With the express authority of the Club, by way of Executive Committee vote or General Meeting vote the Club Captain may enter into an agreement on behalf of the Club which extends beyond his/her tenure in the role of Club Captain. Subsequent Club Captain(s) agree to operate under the terms of such an agreement unless or until it may be reviewed and amended.

Candidates are to be nominated and seconded by members of the student playing body. Final candidate shall be elected at the Annual General Meeting (AGM) by those members currently students at Cambridge University.

4.2.2. Student Treasurer

The Student Treasurer shall be responsible for the financial management of the Club. He/she shall provide monthly management accounts for the Executive Committee, and is required to produce detailed accounts at the AGM, Executive Review Meetings and on request of the Senior Treasurer. He/she is to be an approved signatory for financial documents on behalf of the Club. The incoming Club Captain shall appoint the Student Treasurer based on candidates nominated and seconded by members of the student playing body.

4.2.3. Student Secretary

The Student Secretary is to support the Club Captain in carrying out the management of the Club through responsibilities the Club Captain may delegate. Regular duties shall include: the arrangement of Club meetings; the publication and circulation of all information to relevant parties, such as the minutes of Executive and Executive Review Meetings and any newsletter or publication CUPC should produce; and the organisation of voting and information dissemination for any Club elections. He/she shall be an approved signatory for contracts signed on behalf of the Club. The incoming Club Captain shall appoint the Student Secretary based on candidates nominated and seconded by members of the student playing body.

4.2.4. Polo Manager

The Polo Manager shall be responsible for organising fixtures and lessons for all members of CUPC, ensuring fair access and exposure is achieved across the range of abilities in the Club. The incoming Club Captain shall appoint the Polo Manager based on candidates nominated and seconded by members of the student playing body.

4.2.5. Pony Manager

The Pony Manager shall be responsible for the Club's string to include, but not limited to, ponies' fitness, welfare and suitability to cope with the standard of Club members. He/she

should recommend the sale/acquisition of ponies to achieve these aims if necessary. He/she shall arrange the employment of the Club's grooms and be responsible for the liaison between them and the Executive Committee. The incoming Club Captain shall appoint the Pony Manager based on candidates nominated and seconded by members of the student playing body.

4.3. Meetings of the Executive Committee will be chaired by the Club Captain (or the Student Secretary in the Club Captain's absence) and take place whenever deemed necessary. The quorum for a meeting of the Executive Committee shall be four members of the Executive Committee. Meetings of the Executive Committee may take place by means of conference call. A written record of each meeting shall be kept. In the event of equal votes for decisions, the current Club Captain will have the casting vote. The Executive Committee may invite any members of the Advisory Committee to Executive Committee meetings (but they may not vote).

4.4. The Executive Committee is responsible for, and is entitled to make all necessary decisions to carry out, the effective management of the Club. In the event that a decision is urgently required, the members of the Executive Committee are obliged to use all reasonable endeavours to convene a meeting of the Executive Committee, including by means of teleconference, at the earliest possible occasion. The Club bears no responsibility to maintain or compensate a decision taken by any other member or non-member.

4.5. The Advisory Committee exists to offer guidance and assistance when requested by the Executive Committee. Each prospective Advisory Committee member shall be nominated by a member of the Executive Committee and elected at the AGM or a General Meeting (as required) with re-nomination and re-election every three years, or sooner in the case of a vacated role. There shall be a minimum of five people and a maximum of seven people on the Advisory Committee. The quorum for a meeting of the Advisory Committee shall be four. The possible roles are outlined below:

4.5.1. Senior Treasurer

His/her duties shall be to: oversee the financial management of the Club; work with the Student Treasurer to produce the monthly management accounts; review and sign the annual accounts before they are submitted to the Junior Proctor, work with the Student Treasurer to present these to the University annually in the format required by the University.

The Senior Treasurer may require from the Student Treasurer any such records and accounts on behalf of any legitimate party. He/she may also advise the Executive Committee on suitable investment strategies for Club funds and shall be required to attend Executive Review Meetings and holds the right to vote at these meetings. He/she must be a resident member of the Senate or other person approved by the Junior Proctor. This position must be filled each year.

4.5.2. Senior Secretary

His/her duties shall be to: oversee the decision-making process of the Club, ensuring it acts in accordance with this constitution and university ordinances; coordinate the Advisory Committee; liaise with the Student Secretary to arrange Executive Review Meetings and meetings with external parties if relevant to Club functions; help with the dissemination of information to relevant parties; and provide continuity in the Club's administration. This position must be filled each year.

The Senior Secretary may require from the Student Secretary any such records and accounts on behalf of any legitimate party and shall be required to attend Executive Review Meetings and holds the right to vote at these meetings. He/she must be a resident member of the Senate or other person approved by the Junior Proctor. This position must be filled each year.

4.5.3. Out-Going Club Captain

The Out-Going Club Captain should offer advice based on their experience as Club Captain

in previous year(s). They should offer the Club Captain advice when requested and be present at as many Executive Review Meetings as possible. This position must be filled each year. In the event that the most recent Club Captain is unable to fulfil the role of Out-Going Club Captain, this role may be filled by an alternative former Club Captain on an interim basis until a more recent Club Captain is able to fulfil the role.

4.5.4. General Advisers

The Executive Committee must nominate at least two further General Advisers for election whose role shall be to support the Executive Committee, contributing advice when called upon. They may be assigned more specific roles, such as (but not limited to) those outlined below:

- Alumni Liaison: to assist the Executive Committee in engaging with alumni to support and participate in CUPC activities, for the benefit of the Club and its student members.
- Sponsorship Liaison: to act as an introductory link between students and potential sponsors, as well as helping to ensure good relations are maintained between the Club and its sponsors over time. All sponsorship agreements shall be fostered solely for the benefit of the Club and its student members. Any potential conflict of interest must be declared to and assessed by the Executive Committee before a contract is signed.
- Legal Adviser: to assist the Executive Committee with drawing up and wording contracts and other official or policy documents. The Legal Adviser should have professional experience in, or at least have studied, Law.

4.6. The rights and requirements of the Advisory Committee are:

4.6.1. In the event of unanimous agreement of a quorate meeting of the Advisory Committee, Executive Committee actions may be halted pending further investigation should such actions be considered damaging to the Club, its members, wards or reputation.

4.6.2. All Advisory Committee members shall be invited to attend at least two Executive Review Meetings per year but Advisory Committee members do not hold any executive power or the right to vote on issues raised at Executive Review Meetings, subject to 4.6.1 above, and a quorum must be reached without their presence.

4.6.3. The Advisory Committee may be called to meet by two or more members of the Advisory Committee giving seven days notice. Meetings of the Advisory Committee may take place by means of conference call and will be minuted.

4.6.4. Any existing or potential conflicts of interest must be declared to the Executive Committee before an Adviser is appointed and as they arise throughout their term.

4.7. There shall be Executive Review Meetings to ensure the Executive Committee's proper management of the Club. The features of the Executive Review Meetings are outlined below:

4.7.1. There shall be seven eligible members: Club Captain, Senior Treasurer, Senior Secretary, Student Treasurer, Student Secretary, Polo Manager and Pony Manager.

4.7.2. There shall be a meeting at least once each term. Other meetings may be called by any two of the seven eligible members. The other members of the Advisory Committee not included in 4.7.1 above shall be invited, by the Senior Secretary, to attend at least two of these meetings per annum but do not hold the right to vote.

4.7.3. Items to be raised and voted on at Executive Review Meetings shall include: a Senior

Treasurer report on the performance of CUPC's longer-term accounts and investments; financial matters of an unusual nature, such as significant investment decisions; budgetary amendments; other major operational issues or decisions; and items of a governance nature, such as complaints against members of the Executive Committee or Advisory Committee.

4.7.4. The quorum of an Executive Review Meeting shall be five members comprising at least three from the Executive Committee and both the Senior Treasurer and Senior Secretary. This quorum excludes the presence of any honorary members or other members of the Advisory Committee.

4.8. There may be a President and Chairman (and Vice Chairman if deemed appropriate) of the Club who may attend Executive Review Meetings and Advisory Committee meetings in order to contribute their advice. They may vote at these meetings but a quorum must be reached without them. These members shall be approved by the Executive Committee and reappointed every three years.

4.9. There will also be an appointed Junior Committee to fulfil other offices as the Executive Committee may deem necessary for effective management of the Club; these members may attend Executive Review Meetings, and may speak, but do not have a vote.

4.10. Any member of the Executive or Advisory Committee may resign from his/her role at any time by serving written notice to the Student or Senior Secretary (as appropriate); such resignation is to take immediate effect upon receipt.

4.11. In the event that a member of the Executive Committee ceases to hold office, a new member shall be appointed temporarily by the Club Captain. In the event that a member of the Advisory Committee or the Club Captain ceases to hold office, a new member shall be nominated by the Executive Committee and elected at the next General Meeting in accordance with the terms of this constitution. Until a new appointment or election (as appropriate) has taken place, another member of the relevant committee may assume the vacated role with the agreement of the remainder of the relevant committee.

5. General Meetings

5.1. The Club shall hold an Annual General Meeting (AGM) in Cambridge during Lent Term of each academic year.

5.2. At least fourteen days written notice shall be given to members before the AGM.

5.3. If the need arises, an Extraordinary General Meeting may be held at any time during full term with 21 days of written notice to all members and committee members. Extraordinary General Meetings shall have the same powers as an AGM. These can be called by the Club Captain, a majority of the Executive Committee, a majority of the Advisory Committee or if requested by more than half of the student playing membership (see 6.5 below).

5.4. All members shall be entitled to attend at any General Meeting, with the exception that only current student members may vote on general matters, and only student playing members may vote to elect the Club Captain. Voting shall be conducted by secret ballot by single transferable vote in the event of more than two options for an issue/election, and passed by a simple eventual majority.

5.5. The quorum for a General Meeting shall be three members of the Executive Committee, two members of the Advisory Committee plus three non-office holding student members of the Club.

5.6. The Student Secretary must issue in writing and by email to all potential attendees all appropriate information, including an agenda, at least 24 hours before any General Meeting. In the event (s)he fails to do so, the meeting will be rescheduled for seven days. The Student Secretary will circulate minutes of the meeting to all attendees within three days. Minutes will further be available on request from the Student Secretary to qualified interested parties.

5.7. Any Junior Committee Member or member of the Advisory Committee can add any item to the agenda by notifying the student secretary at least three days in advance of the meeting.

6. Appointments and Dismissals

6.1. All members of the Executive Committee are to be nominated and seconded by members of the student playing body. The Club Captain shall be annually voted into office by the student playing members of the Club at the AGM in Lent Term for the following academic year. The Club Captain shall then appoint the other members of the Executive Committee based on nominations from the student playing members.

6.2. All members of the Advisory Committee are to be nominated by at least one member of the Executive Committee. He/she shall then be elected to the position at the AGM or a General Meeting (as required).

6.3. At the end of their three-year term, members of the Advisory Committee shall be considered, alongside any other candidates, for re-nomination and re-election in accordance with the procedure outlined in 6.2. above. Alumni and non-playing members may suggest candidates to the Executive Committee but may not officially nominate or vote.

6.4. In the event that the action or integrity of a member of the Executive or Advisory Committee is called into question, a Dismissal Review Meeting shall be held outside the usual review dates if suggested and seconded by any two members of the Executive and/or Advisory Committees. All members of both the Executive Committee and the Advisory Committee, except the person(s) in question, shall have a vote at this meeting. A proposed dismissal requires more than half of the Executive and Advisory Committee voters to vote in favour in order for the decision to then be subjected to a vote at a General Meeting. The General Meeting should be called between 21 and 35 days of this decision, and again requires more than half the votes to be passed.

6.5. The Club Captain is accountable to the members of the Club. Non-office-holding student playing members may also call a General Meeting to vote on the dismissal of the Club Captain. In practice, student-playing members should appeal to the Student Secretary requesting a General Meeting. If individual requests are made by 20% of the student playing members, the Student Secretary shall alert all student-playing members to the request and allow others to come forward within ten days. If more than half of the student playing membership responds supporting the call for a General Meeting, arrangements should be made in accordance with paragraph 5. A two-thirds majority must be reached by the student playing members for the dismissal of the Club Captain to be effective.

7. Financial Matters

7.1. The Club shall maintain an account with a suitable Bank or Building Society to hold the Club's funds. The Club Captain, Student Treasurer, Senior Treasurer and Senior Secretary shall be on the mandate for the Club's accounts. The funds shall be split into two types of accounts:

7.1.1. Day-to-day accounts

Include the Club's current and Paypal accounts and shall be maintained and used by the Executive Committee. Direct payments may be made by the Student Treasurer from this account to facilitate day-to-day Club activities. The Executive Committee must notify the Senior Treasurer and Senior Secretary of any non-budgeted transactions over £5,000.

7.1.2. Longer-term accounts and investments

Comprise the rest of CUPC's financial assets. Funds may be transferred from this type of account to the day-to-day accounts for specific investment/Club management purposes with approval from the Senior Treasurer and Senior Secretary. In the event of disagreement between the Senior Treasurer and Senior Secretary, the matter may be referred to the Advisory Committee at the request of the Executive Committee. All Club assets, their

values and restrictions must be clearly outlined to the incoming Student Treasurer by the outgoing Student Treasurer and the Senior Treasurer during or before Michaelmas Term each year.

7.2. The Club shall be maintained by revenues from membership, donations, sponsorship, or other sources deemed appropriate by the Executive Committee.

7.2.1. Gifts or donations to the Club are encouraged but the Executive Committee is under no obligation to accept any gifts or donations, whether financial or in-kind, from members or non-members. Correspondence with donors shall be of a courteous nature but must emphasise the benefit and needs of the Club.

7.3. The Student Treasurer is tasked with budgeting for the year and the Club shall not be permitted to go into debt on any occasion unless some individual takes personal responsibility for such debt.

7.4. It shall be the responsibility of the Student Treasurer to ensure that monies received are properly accounted for and that the Club's accounts are kept in good order.

7.5. The Senior Treasurer shall make arrangements for the Club's accounts to be properly prepared, either by himself or herself or by some other person (e.g. a firm of accountants) in the format required, under the University Ordinances. He/she will also oversee the financial performance of the Club's longer-term investment accounts and report on this at Executive Review Meetings.

7.6. Neither the Student Treasurer nor the Senior Treasurer shall be liable for any financial debt or other obligation of the Club unless he or she has personally authorised such debt in writing.

7.7. No withdrawal or investment of CUPC funds of a sum larger than £10,000 shall be made without agreement of the Senior Treasurer and Senior Secretary. In the event of disagreement between the Senior Treasurer and Senior Secretary, the matter may be referred to the Advisory Committee at the request of the Executive Committee. This consent is to be confirmed in writing and addressed to the Club Captain by the Senior Treasurer.

8. Constitutional Amendments

8.1. The constitution shall be reviewed at five-year intervals. All changes are subject to approval from the Junior Proctor when submitted alongside the accounts at University-declared times.

8.2. If necessary, the Club Captain may call for updates to be made before the next review date and should call for an Executive Review Meeting to make these amendments. Any material amendments shall be the subject of a vote at the next General Meeting.

9. Liability

9.1. The Club, its Committees, or persons acting on their behalf, shall not be held responsible for any accident or injury to any person or property howsoever caused.

9.2. Nothing in this paragraph 9 shall exclude the Club, its Committees, or persons acting on their behalf from liability, death or personal injury caused by its negligence or fraud or fraudulent misrepresentation. The Club shall maintain adequate insurances to protect against such risks.

9.3. Where an individual has the express authority of the Club to enter into a transaction on behalf of the Club, he/she will not be personally liable for any debt or obligation, except where he/she personally accepts liability in writing.

10. Dissolution

10.1. The Club may be dissolved at a General Meeting provided that at least 21 days' written notice has been given to members. At least two thirds must vote in favour for dissolution to be effective.

10.2. Any motion for the dissolution of the Club shall provide that assets remaining after all liabilities have been met be transferred either to another Registered University Society, or to the Societies' Syndicate.

11. Voting

11.1. Where a vote for/against a motion is held it shall require more than half those voting to be in favour for the motion to be passed, except where explicitly described as otherwise in this constitution (e.g. for dismissal of the Club Captain and dissolution of the Club).

11.2. Where there are a number of candidates/options to be considered the one with the most votes shall be elected/enacted.

11.3. In the event that a member cannot attend a meeting at which they are entitled to vote and wish to, they may submit their vote to the Student Secretary up to two hours prior to the meeting for it to be counted. Late votes shall not be counted. Voting, whether present or absent, shall not be compulsory but will be encouraged to those present.

11.4. Only current student members may vote on general matters, and only student playing members may vote to elect the Club Captain. (see 5.4).

12. Ownership

12.1. The Club is independent of the University in its ownership and is to be governed in accordance with this constitution only (as amended from time to time). The Club is ultimately owned by, for and on behalf of the students of Cambridge University.

Agreed by Richard Taplin, Junior Proctor on 27 October 2014