

# The Cambridge University Polo Club Constitution

## 1. NAME

The name of the Club shall be "Cambridge University Polo Club", hereafter referred to as "CUPC", or simply "the Club".

## 2. AIMS AND OBJECTS

The aims and objects of the Club will be:

- (1) The advancement of amateur sport for the public benefit by encouraging and developing polo within the University of Cambridge ("University"); and
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in polo with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for polo in order to enable members to develop their capabilities and fulfil their potential; and
- (4) To promote polo to members of the University at an 'affordable' rate, particularly seeking to encourage members who may not otherwise have the opportunity to play.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and CUPC alumni where the Executive Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

## 3. MEMBERSHIP

- (1) Membership of the Club shall be open to all Student Members of the University and (subject to clause 3(2)) other individuals by arrangement with the Executive Committee.
- (2) Membership shall consist of the following categories:
  - (a) Student Playing Membership - Permitted to students of the University and gives members rights: to attend CUPC lessons and to be eligible for team selection for matches and tournaments as part of Cambridge University Polo Club; to attend CUPC events; and vote in CUPC elections. Student 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 1<sup>st</sup> October.
  - (b) University Staff Membership - Open to current staff members of the University of Cambridge. Staff members have the right to: attend CUPC lessons; and participate in CUPC matches and tournaments when opened to staff. Staff members do not have the right to vote at General Meetings. The Executive Committee will determine staff rates at the start of each academic year. Membership shall be valid until the following 1<sup>st</sup> October.
  - (c) Alumni Membership - Open to past playing and non-playing members of CUPC. Alumni members have the right to: attend CUPC Alumni and Open events; and participate in CUPC lessons, matches and tournaments when opened to alumni. 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 1<sup>st</sup> October.

- (d) Social Membership - Permitted to students of the University, current University staff and CUPC alumni. Gives non-playing members rights to attend CUPC social events but not the rights to enter CUPC lessons, matches and tournaments. Social Members do not have the right to vote at General Meetings. Membership shall be valid until the following 1<sup>st</sup> October
- (3) The Executive Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Executive Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.
- (4) There shall be fees for membership, which are reviewed and determined at the by the Executive Committee before the start of each academic year. Membership fees will vary according to the membership type.
- (5) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.
- (6) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 10.
- (7) The Executive Committee reserves the right to deny membership to any individuals who do not share the ethos of the Club.

#### 4. EQUALITY OF OPPORTUNITY

- (1) The Club is committed in its pursuit of sporting excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- (2) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### 5. CLUB GOVERNANCE

- (1) The day-to-day management of the Club's affairs shall be conducted by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM). There will also be an Advisory Committee and Junior Committee.

(2) The Executive Committee shall consist of:

Position	Role(s)
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.
Sponsorship Lead	The Sponsorship Lead role includes finding and developing potential sponsorship opportunities; liaising and maintaining relationships with current sponsors; and being responsible for the marketing and branding of the Club in order to attract sponsorship. He/she shall also support the Club Captain in carrying out the management of the Club. This Regular duties shall also 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 produce; and the organisation of voting and information dissemination for any Club elections.
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. The role also involves: creating the annual budget and liaising with CUPC accountant. He/she is to be an approved signatory for financial documents on behalf of the Club.
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. He/she will also be responsible for coordinating with coaches, pony hire and facilities manager, as well as with contacts from other clubs for fixture planning.
Membership Manager	The Membership Manager shall be responsible for the administration and organisation of the membership process, including collation of members' information, ensuring all members have completed safety checks and creation and dissemination of information regarding lessons and match/tournament selection. He/she will be responsible for promoting alumni engagement.
Risk Manager	Polo is a risk sport. It is the responsibility of the Risk Manager to identify and mitigate risk to members.

	He/she shall also be responsible for managing and minimising the Club's reputational risk.
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- (3) All Executive Committee members must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM.
- (4) A majority of the members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.
- (5) Meetings of the Executive Committee shall be chaired by the Club Captain, or, in their absence, the Sponsorship Lead. If neither the Club Captain nor Sponsorship Lead is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept. Meetings must be held at least once per academic term and will take place whenever deemed necessary. 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).
- (6) The Executive Committee will be responsible for adopting new policy and codes of practice, and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. They will be responsible for, and is entitled to make all necessary decisions to carry out, the effective management of the Club. Any such policies, codes, rules and bye-laws shall be binding on all members. The Club bears no responsibility to maintain or compensate a decision taken by any other member or non-member.
- (7) 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, with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee. The quorum for a meeting of the Advisory Committee shall be four.
- (8) The Advisory Committee shall consist of:

Position	Role(s)
Senior Treasurer	The Senior Treasurer, must be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
Operations Advisor	The Operations Advisor has a key role in liaising with the Student Polo Manager to manage the running of the Club. His/her duties shall be to oversee the operational processes of the Club, including membership, pony hire, insurance, health and safety and equipment. He/she shall ensure the Club acts in accordance with the constitution and University ordinances. The Operations

	Advisor will also assist with the dissemination of information to relevant parties and provide continuity in the Club's administration.
Strategy Advisor	The Strategy Advisor offers guidance to the Executive Committee regarding the growth and development of the Club. He/she shall also be involved in the marketing and branding of the Club in order to provide a positive image of CUPC that is attractive to potential sponsors. The Strategy Advisor will work closely with the Student Captain on opportunities for Club growth.
Legal Advisor	The Legal Advisor's role is to assist the Executive Committee with the drawing up and negotiation of contracts and other documents in order to safeguard the best interests of CUPC. The Legal Adviser should be a practicing lawyer.
Risk Advisor	The Risk Advisor assists the Executive Committee in identifying, understanding and providing oversight of the Club's risks, in order to support appropriate risk mitigation. He/she will work closely with the student Risk Manager.
Sponsorship Advisor	The Sponsorship Advisor has a key role in the development of sponsorship opportunities and the building of relationships. He/she can act as an introductory link to potential new sponsors and also assists with liaison with current sponsors. The Sponsorship Advisor will work closely with the student Sponsorship Lead. 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.
Outgoing 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. 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.

- (9) If the post of any member of the Advisory Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM or General Meeting, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.
- (10) The rights and requirements of the Advisory Committee are:
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.

2. 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.
3. 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. All Advisory Committee members shall be invited to attend at least three Executive Review Meetings per year but Advisory Committee members do not hold any executive power or the right to vote on issues raised, subject to 5.10.1 above, and a quorum must be reached without their presence.
- (11) 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 are invited to attend Executive Review Meetings, and may speak, but do not have a vote.
- (12) Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.
- (13) There shall be a regular meeting of all the Executive, Advisory and Junior Committees to review the Executive Committee's management of the Club (Executive Review Meetings). The features of the Executive Review Meetings are outlined below:
  1. There shall be a meeting at least once each term. This will take place on the second Wednesday of Full Term. Other meetings may be called by the Executive Committee or Senior Treasurer.
  2. 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.
  3. The quorum of an Executive Review Meeting shall be five members comprising at least three from the Executive Committee and Senior Treasurer. This quorum excludes the presence of any invited guests.
- (14) There may be a President and Chairman of the Club who may attend Executive Review Meetings and Advisory Committee meetings in order to contribute their advice. These members shall be approved and appointed by the Executive Committee.
- (15) Any member of the Executive or Advisory Committee may resign from his/her role at any time by serving written notice to the Club Captain or Senior Treasurer (as appropriate); such resignation is to take immediate effect upon receipt.

- (16) 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. GENERAL MEETINGS

- (1) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Lent Term. All Members shall be entitled to attend any AGM. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
- (2) The AGM shall be called to:
- Review Club Accounts for the preceding year and projections for the proceeding year;
  - Receive and review reports from Committee members;
  - Elect the Executive Committee for the year ahead;
  - Elect the Advisory Committee (every three years)
  - Consider any proposed changes to the Club Constitution;
  - Conduct such other business as is necessary.
- (3) The Student Sponsorship Lead will issue by email to all potential attendees all appropriate information, including an agenda, at least 24 hours before any General Meeting. Any Junior Committee Member or member of the Advisory Committee can add any item to the agenda by notifying the Sponsorship Lead at least three days in advance of the meeting.
- (4) Candidates for election to office shall be proposed and seconded by two other members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 8 and Reserved Matters referred to in clause 12, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee.
- (5) The Club Captain, or, in their absence, the Sponsorship Lead shall take the Chair at any AGM. In the absence of the Club Captain and Sponsorship Lead the meeting shall elect a Chairperson for that meeting. The quorum for an AGM shall be three members of the Executive Committee plus three non-office holding student members. A written record of every AGM shall be kept.
- (6) Only current, fully paid-up Student Playing members are eligible to vote at an AGM. 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.

- (7) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

## 7. FINANCIAL & LIABILITY MATTERS

- (1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds. The Club Captain, Student Treasurer, Senior Treasurer and Operations Advisor shall be on the mandate for the Club's accounts. The funds shall be split into two types of accounts:
1. Day-to-day accounts  
Includes 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 Operations Advisor of any non-budgeted transactions over £5,000.
  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 Operations Advisor. In the event of disagreement between the Senior Treasurer and Operations Advisor, 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.
- (2) The Club shall be maintained by revenues from membership, donations, sponsorship, or other sources deemed appropriate by the Executive Committee.
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.
- (3) It shall be the responsibility of the Student Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Student Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- (4) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under 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.
- (5) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.



- (6) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- (7) When entering into contractual arrangements pursuant to clause 7(6), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (8) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Student Treasurer), either by signature, or access to online banking facilities. No withdrawal or investment of CUPC funds of a sum larger than £10,000 shall be made without agreement of the Senior Treasurer and Operations Advisor. In the event of disagreement between the Senior Treasurer and Operations Advisor, 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) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- (9) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- (10) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

## 8. CHANGES TO THE CONSTITUTION

Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

## 9. COMPLAINTS PROCESSES

- (1) Any complaints must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
- (2) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- (3) The Executive Committee will meet to hear any member complaints within 28 days of a complaint being lodged.

## 10. DISCIPLINARY PROCESSES

- (1) Subject to the remainder of this clause 10, the Executive Committee shall have the authority to expel or to suspend, with immediate effect, a member or members whose actions are felt to be such as to bring the Club into disrepute, or gravely harm the interests of its members.
- (2) The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may take action as a result of member behaviour within any Club-organised activities.
- (3) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- (4) The expulsion of a member can only be effected following a majority vote of all Executive Committee members, and in circumstances where:
  - (a) the member has been given at least fourteen days' notice in writing of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and
  - (b) the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the meeting.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to clause 10(2) wishes to appeal the decision, that appeal should be made to the Club's Senior Treasurer in the first instance within fourteen days of the disciplinary action. Where there is a conflict of interest, the Sports Service will arbitrate the issue(s).
- (7) University members subject to disciplinary action have the right to lodge a further formal complaint with the University within twenty-one days from receipt of appeal outcome within fourteen days from receipt of appeal outcome.

## 11. DISSOLUTION:

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 12.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

#### 12. RESERVED MATTERS:

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

#### 13. PROVISION OF INFORMATION

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

#### 14. OWNERSHIP

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.

#### 15. DECLARATION:

Cambridge University Polo Club hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name	Robyn Macrae	Position	Club Captain
Sign		Date	

Name		Position	Senior Treasurer
Sign		Date	