

# Prague Polo Club Constitution

## 1. INTRODUCTORY PROVISIONS

"**Prague Polo Club, o. s.**" unincorporated association ("Club") is founded by its members under Act No. 83/1990 Coll., on Association of Citizens, as amended. The Club is a legal entity.

## 2. NAME

The name of the association shall be "**Prague Polo Club, o. s.**".

## 3. REGISTERED SEAT

The registered seat is: **Dubová 17, Mukařov 251 62.**

## 4. FOUNDING MEMBERS, PREPARATORY COMMITTEE

The founding members of the Club and simultaneously the members of the preparatory committee are:

- Naveed Gill, born on May 3, 1963, residing at Dubová 17, Mukařov 251 62;
- Robert Chelberg, born on March 9, 1965, residing at Vlašská 17, Prague 1 Czech Republic;
- Mgr. Přemysl Marek, born on April 19, 1974, residing at Jeremenkova 233/79, Prague 4.

## 5. GOAL

5.1 The goals of the Club are as follows:

- (i) establish and uphold an active polo club in Prague and in general in the Czech Republic;
- (ii) promote the Club socially and charitably as reasonable;
- (iii) cooperate with polo clubs and unions in other states;
- (iv) further the interests of polo in the Czech Republic;
- (v) train and support the national polo team of the Czech Republic;
- (vi) organise and manage competitions and polo games.

5.2 To attain the above mentioned goals the Club shall perform mainly the following activities:

- (i) organise riding under the rules and regulations of the game laid down by the Hurlingham Polo Association (HPA), United States Polo Association

(USPA), Central European Polo Association (CEPA) or other authorized body;

- (ii) register members, riders, officers and horses (keep their records);
- (iii) communicate with media;
- (iv) arrange for training programmes;
- (v) issues regulations and rules;
- (vi) raise funds for its activity and development of polo.

## **6. MEMBERSHIP**

- 6.1 Any natural person of a minimum age of 16 or any legal entity, which agrees with the constitution and goals of the association, may become its member.
- 6.2 The Committee decides on the acceptance of new members based on their written applications.
- 6.3 The membership arises on the day when a person/entity is admitted into membership.
- 6.4 The membership is extinguished:
  - when the membership is terminated based on a written notification to the Committee,
  - by death of the member,
  - when a legal entity being the Club member is dissolved,
  - when the membership is cancelled based on a decision of the General Meeting.

## **7. RIGHTS AND DUTIES OF THE MEMBERS**

- 7.1 The member of the Club is entitled to:
  - a) participate in the General Meetings,
  - b) vote the bodies of the association,
  - c) be elected a member of the bodies of the association,
  - d) apply to the bodies of the association and submit their motions and claims and ask for the response.
- 7.2 The member is obliged mainly to:
  - a) observe the constitution of the association,
  - b) pro-actively participate in the observance of the goals of the association,
  - c) thoroughly perform their office in the bodies of the association,
  - d) pay annual membership fees,
  - e) ensure and guard that the interests and reputation of the association are not damaged.

## **8. BODIES OF THE CLUB**

8.1 The bodies of the Club are:

- (i) General Meeting,
- (ii) Committee,

when the Committee comprises the President and the members of the Committee.

8.2 The first officers will be, as follows:

President:	Naveed Gill
Member of the Committee:	Robert Chelberg
Member of the Committee:	Mgr. Přemysl Marek

## **9. COMMITTEE**

9.1 The Committee is the statutory body of the Club. The President acts individually or the members of the Committee act jointly on behalf of the Committee. The signing on behalf of the Club is implemented so that the respective persons attach their signature to the name of the Club.

9.2 The function of the President and of the members of the Committee lasts for one year. The President and the members of the Committee are elected and removed from the office by the General Meeting.

9.3 The powers and duties of the Committee are as follows:

- (i) forwarding and carrying out the goals of the Club except for the matters that can only be handled by the General Meeting;
- (ii) drafting, maintaining and publishing all related regulations, standing orders and by-laws which are in the opinion of the officers necessary;
- (iii) appointing a coach, if required, and determining their duties and remuneration;
- (iv) submitting the financial plan and budget to the General Meeting;
- (v) providing the General Meeting with the Management Report for the lapsed year including the financial statements;
- (vi) organising the Club training and matches;
- (vii) determines the registration fee and annual membership fee;

9.4 The President acts as the Club's spokesperson and is responsible for the administration relating to the CEPA (Central European Polo Association) and the Polo Club.

9.5 The Committee appoints a Treasurer. The Treasurer shall be responsible for funds of the Club and settling all bills approved by the Committee based on the relevant invoice.

- 9.6 The Committee appoints a Secretary. The Secretary shall be responsible for organising meetings, transport, club promotion, sending e-mails determined to the Club members and for the minutes of the Club's committee meetings.
- 9.7 Should any of the members of the Committee be unable to hold their office for the entire term, a new member shall be elected to replace them. The Committee will be responsible for holding the elections to appoint a new member of the Committee as it may be deemed necessary for any specific purpose. Until the elections the person nominated by the Committee will occupy the function of such a member.
- 9.8 The Committee has the quorum, if all its members are present. Each member of the Committee shall have one vote. The majority of all votes take the decisions. The President has the casting vote.
- 9.9 The Committee may vote in writing or by email or by fax outside of the Committee's meeting if all the members agree. The voters are then deemed to be present.
- 9.10 The member of the Committee may withdraw from their function. The withdrawal takes effect as at the moment when the Committee discusses the withdrawal, however within three months at the latest.

## **10. GENERAL MEETINGS**

- 10.1 The General Meeting is the supreme body of the Club and comprises all members of the Club.
- 10.2 The powers of the General Meeting are the following:
- (i) approving the constitution of the Club, its amendments and addenda;
  - (ii) electing the members of the Committee and removing them from their office and their remuneration;
  - (iii) approving the financial plan and budget of the Club;
  - (iv) approving the annual account and the annual financial statements of the Club;
  - (v) approving the registration fee and the annual fee;
  - (vi) deciding on expelling of a member from the Club;
  - (vii) deciding on dissolving the Club or its merging with another association;
  - (viii) deciding on other matters of the Club, if it is reserved by the General Meeting;
- 10.3 The General Meeting has the quorum, if a minimum of two thirds of the Club's members are present. Any decision must be approved by the majority of all present members, when each member of the Club has one vote. The President has the casting vote. The election is made by secret ballot.
- 10.4 The President takes the chair at all General Meetings.

- 10.5 The Annual General Meeting ("AGM") is held annually in April. The exact date of the AGM is determined by the President. The secretary notifies of the General Meeting by e-mail. All members of the Club are entitled to attend the General Meeting and have the voting right. Any failure to notify any Club member of the General Meeting or non-acceptance of this notice by any Club member does not invalidate the decisions made at such General Meeting.
- 10.6 The agenda of the Annual General Meeting includes:
- approving the financial plan and budget of the Club;
  - approving the annual account and the annual financial statements of the Club;
  - electing the members of the Committee;
  - presenting motions concerning the Club and voting on them.
- 10.7 The nominations for the Committee members are presented and supported by any member of the Club at the AGM. Each candidate must show their willingness to perform the office before the vote is taken. The election is made by secret ballot.
- 10.8 Any member of the Club shall be entitled to propose resolutions of the agenda of the AGM. Any resolution must be proposed and supported by any member in writing and handed to the President no later than 20 days before the scheduled date of the AGM. Any amendment to the resolution duly proposed as stipulated above shall be given in writing to the President at least one day before the scheduled date of the AGM.
- 10.9 The President shall convene an Extraordinary General Meeting at any time upon the motion of the Committee or at the request of a minimum of 10 members. The Extraordinary General Meeting shall be held within 3 weeks of the delivery of the request. Every such request shall specify the reason for which the Extraordinary General Meeting is to be convened and no other matter shall be subject of such extraordinary General Meeting.
- 10.10 The General Meeting may vote in writing or by email or by fax outside of the General Meeting if all the members agree. The voters are then deemed to be present.

## **11. MANAGEMENT PRINCIPLES**

- 11.1 The Club administers movable assets, real estate, tangible and intangible assets.
- 11.2 The expected source of income of the Clubs is mainly:
- registration fees and annual membership fees;
  - subsidies and grants;
  - contributions from other organisations, unions and sponsors;
  - income from advertising and promotional activities at sports games
  - income generated in connection with organising sports games;

- donations.

- 11.3 The Club uses its income to attain its goals.
- 11.4 The Committee is responsible for the management of the Club and submits the annual financial plan and budget to the General Meeting. Furthermore, the Committee submits the Management Report including the financial statements to the Committee.
- 11.5 The Club is managed based on the financial plan and budget approved by the General Meeting. The General Meeting is entitled to approve extraordinary use of funds, which differs from the determined financial plan and budget.

## **12. REGISTRATION FEE, ANNUAL MEMBERSHIP FEE**

The registration fee and annual membership fee is determined by the Committee and approved by the AGM. If the membership originates at a time other than January 1, the proportional part of the annual membership will be paid.

## **13. TEAMS**

The Club captain shall select teams to represent the Club in light of the performance of individuals in practice or in any other situations that provide the captain with an opportunity to evaluate the ability of the Club members.

## **14. EXPENSES**

Every member of the Club shall be entitled to reimbursement of travel expenses and subsistence allowance incurred in connection with their attendance approved by the Committee. In addition, any individual appointed by the Committee shall be entitled to reimbursement of expenses incurred in connection with the activities of the Club performed based on the instruction of the Committee.

## **15. DISSOLUTION OF THE CLUB**

- 15.1 The Club may be dissolved only based on the decision of the Extraordinary General Meeting convened for this purpose.
- 15.2 Should the decision on dissolving the Club be made, the Committee appoints a liquidator who will draft a report on the course of the liquidation and propose the distribution of the liquidation remainder.
- 15.3 Other matters shall be governed by the provisions of Act No. 513/1991 Coll., as amended.

## **16. The Club Emblem**

16.1 The emblem of the Club is the following sign or derivatives there of:



16.2 The emblem of the Club may be used only in the interest of the Club and with its consent.

## 17. SAFETY

The Club safety policy is made available to all members and the members are challenged to observe it. However, the member is responsible for their own safety and their behaviour when involved with any aspect of the Club.

In Prague on [ • ]

Preparatory Committee:

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Naveed Gill

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Robert Chelberg

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Mgr. Přemysl Marek