

**THE**  
**CONSTITUTION**  
**OF THE**  
**ACCRA POLO CLUB**  
  
**2019**

## **1. PREAMBLE**

*We, the members of the Accra Polo Club in solemn declaration to and affirmation of our commitment to maintain the polo grounds and any such other facilities required on the Club premises at the Club grounds located at the Airport Bypass Area and elsewhere as the Executive Committee shall consider desirable and to encourage polo playing and all other equestrian activities do hereby adopt, enact and give to ourselves this Constitution.*

## **2. DEFINITION CLAUSE**

- i.    *“Club”*                               *means the Accra Polo Club.*
- ii.   *“Horse”*                             *means Pony.*
- iii.   *“Voting Member”*       *means a Polo Playing member (Past or Present) only.*
- iv.    *“Member”*                       *means Polo Playing member (Past or Present), Riding member, Social and Sports member, Corporate member, Honorary member or any other member that may be established by members of the Accra Polo Club.*
- v.     *“Polo Playing Member”*       *means a member who has played consistently for One (1) year and has kept a minimum of Two (2) horses at the Club for Five (5) years At any point in time.*
- vi.    *“Committee”*                    *means Executive Committee of the Accra Polo Club.*
- vii.   *“General Meeting”*       *means Annual General Meeting or Extraordinary General Meeting.*
- viii.   *“Trustees”*                     *means the Board of Trustees.*
- ix.    *“Admission fee”*               *means an amount determined by the Executive Committee which is payable to the Club upon acceptance and approval of an application by the Executive Committee excluding Honorary and Temporary memberships.*

- x. *“Annual subscription” means an amount determined by the Executive Committee which is payable to the Club yearly by members of the Club excluding Honorary members.*
- xi. *Words importing the masculine gender include the feminine gender.*

### **3. TITLE**

*The Club shall be called “The Accra Polo Club”.*

### **4. OBJECTIVES**

*The Objectives of the Club are:*

- (a) *To maintain polo grounds and any such other facilities required on the Club premises at the Club grounds located at the Airport Bypass Area and elsewhere as the Executive Committee shall consider desirable from time to time.*
- (b) *To encourage polo playing and all other equestrian activities.*

### **5. BOARD OF TRUSTEES**

*There shall be a Board of Trustees of the Club which shall be a body corporate and shall be known as “The Registered Trustees of the Accra Polo Club”.*

- (a) *The Trustees shall consist of Three (3) full members. All Three (3) shall constitute a quorum and shall be past or present Polo Playing members. The President is an ex-officio member of the Board of Trustees.*
- (b) *A person shall not be qualified to be a Trustee unless:*
  - i. *he is a Polo Playing member of the Club (past or present);*
  - ii. *he has been a member of the Club in good standing for a minimum of Twenty (20) years and*
  - iii. *he has demonstrated continuous commitment to the Club and its objectives.*
- (c) *The Trustees shall be elected by the members at Annual General or Extra-ordinary General Meetings and shall hold office for a period of Five (5) years and may be eligible for re-election.*
- (d) *The election of Trustees shall be presided over by the President.*

- (e) *A Trustee shall cease to hold office upon*
  - i. *ceasing to be a member of the Club by resigning in writing to the Committee; and*
  - ii. *removal from office by Two-Thirds majority vote cast at a General Meeting.*
- (f) *Any vacancy occurring in the membership of the Board of Trustees shall be filled by a General Meeting within Three (3) calendar months from the occurrence of the vacancy.*
- (g) *The Trustees shall be registered as Incorporated Trustees of the Accra Polo Club.*

## **6. FUNCTIONS OF THE BOARD OF TRUSTEES**

- (a) *Title to the the grounds, buildings and property of the Club shall for all legal purposes be normally vested in the Club.*  
  
*All decision making processes regarding the grounds, buildings and property of the Club shall be vested in the Trustees and no decision shall be reached concerning same without the express approval of the Trustees.*
- (b) *The Trustees shall not acquire, dispose or lease any property of the Club without the authority of a General Meeting.*
- (c) *The official seal, all documents and title deeds of properties belonging to the Club shall be kept in safe depository ,which location shall be known by the members of the Board of Trustees and the Executive Committee.*
- (d) *The official seal of the Club shall be held in the custody of the President and shall be applied to any document only on the instructions of the Board of Trustees and the Executive Committee jointly.*
- (e) *The Board of Trustees shall serve as the final arbiter within the Club on any issue relating to the Club which may be referred to the Board of Trustees by the Executive Committee or a General Meeting. The Board of Trustees shall decide issues by consensus.*
- (f) *The Board of Trustees shall generally safeguard the reputation and interests of the Club.*

## **7. OFFICERS**

- (a) *The Officers of the Club shall be the President and members of the Executive Committee.*
- (b) *The President and the Executive Committee shall be elected from amongst the polo playing members of the Club and shall hold office for 1 (one) year until the next Annual General Meeting thereafter.*

*The President shall be a past or present polo playing member of the Club.*

- (c) *The Executive Committee shall have the power to co-opt members to replace those temporarily absent from office.*
- (d) *Retiring members shall be eligible for re-election.*

## **8. CLUB MANAGEMENT**

### ***(a) Executive Committee***

- i. *The general management of the Club shall be vested in an Executive Committee comprising of the following:  
The President.  
The Honorary Treasurer.  
The Stables Member.  
The Grounds Member.  
The Entertainment Member.*
- ii. *Three (3) members of the Executive Committee must be Polo Playing members of the Club.*
- iii. *The Club Manager will sit-in on all Executive Committee meetings in an ex-officio capacity.*
- iv. *For the purposes of all Board and General Meetings the President shall be Chairman with a casting vote. In his absence, the Vice President shall act as the Chairman.*
- v. *The President shall appoint the most senior member based on membership at the Club or any other member as he so wishes to double as the Vice President.*
- vi. *Three (3) members shall form a quorum. The President or the Vice President and any of the two (2) members shall form a quorum.*
- vii. *Subject to the Constitution, the Executive Committee shall have power to make Rules and Regulations known as Bye-Laws of the Club in respect of the use of the grounds, premises and property of the Club, the conditions under which ponies shall be stabled and matches played.*
- viii. *All such Regulations made by the Executive Committee are binding on every member of the Club and shall be reviewed or amended only by the Executive Committee or by a General Meeting .*
- ix. *The funds and property of the Club shall be managed by the Executive Committee for its tenure for the purpose of its general administration.*
- x. *The Executive Committee shall be responsible for the collection of revenues, the disbursement of funds and safe custody of stocks and monies. No expenditure may be incurred by any officer of the Club without the sanction of the Executive Committee or under powers delegated by them.*

xi. *Voting members shall have the right to access documentation produced by the Executive Committee and the Club in general.*

**(b) Club Manager**

*The Club shall employ a Club Manager to manage the Polo Club in conjunction with the Executive Committee. His job description will be further defined by the Executive Committee in his employment contract.*

**(c) Sub - Committees**

*The Executive Committee may constitute sub-committees to assist with the management of the Club or for a special purpose.*

*The findings of Sub-Committees so constituted shall be presented to the Executive Committee for review and implementation where necessary.*

## **9. MEMBERSHIP**

*There shall be Six (6) categories of Members in the Club which are as follows:*

- i. *Polo Playing Members (Past and Present).*
- ii. *Riding Members.*
- iii. *Social and Sports Members.*
- iv. *Corporate Members.*
- v. *Honorary Members.*
- vi. *Temporary Members.*

**(a) Polo Playing Members (Past or Present).**

*This category is open to those persons who play or have played polo at the Club. Such persons must take or have taken an active part in the actual playing of polo. Present Polo Playing members must satisfy the President that they own or have access to at least Two (2) ponies when called upon by the President to do so for the purpose of playing.*

*Any child whose parent is a polo playing member and is under the age of Twenty-one (21) years shall be entitled to use the facilities of the Club under the membership of his or her parent(s). However, upon attaining the age of Twenty-one (21) years the child must apply for membership in his or her own right.*

(b) ***Riding Members.***

*This category is open to those who wish to partake in all equestrian related activities other than polo.*

(c) ***Social and Sports Members.***

*This category is open to those who do not qualify under Article 9 (a) or 9 (b) but wish to partake in other activities of the Club.*

(d) ***Corporate Members.***

*This category is open to corporate entities registered at the Registrar General's Department who wish to take up membership at the Club. .*

(e) ***Honorary Members.***

*This category is open to any person who in the opinion of the Executive Committee has made invaluable contributions to the Club or the game of polo and /or is considered to be of great value to the Club in the discharge of its objects may be appointed as an Honorary member of the Club by the Executive Committee.*

(f) ***Temporary Members.***

*This category is open to those persons who are temporarily resident in Ghana and would like to have membership for a period limited to no more than One (1) year.*

*The Executive Committee shall have the discretion to extend the duration of temporary membership under exceptional circumstances, but such membership cannot be extended for a period exceeding One (1) year.*

## **10. VOTING, MEMBERSHIP RIGHTS AND LIMITATIONS**

(a) *Only past and present Polo Playing members shall have voting rights.*

(b) *Any new playing member will be registered for an initial probationary period of One (1) year, during which time his/her commitment to the ideals of the Club will be assessed. At the end of the probation period, the Executive Committee shall review his/her application to become a Polo Playing member with voting rights or become a member of the the club based on any of the other categories herein contained..*

(c) *Any member who desires to vary his membership category shall write to the Executive Committee and the request will only be granted at the sole discretion of the Executive Committee.*

(d) *A member who leaves Ghana permanently may have his membership suspended or held in abeyance upon writing to the Executive Committee and stating cogent reasons for which his membership should be suspended or held in abeyance. The grant of the suspension lies within the sole discretion of the Executive Committee.*

## **11. RIGHTS AND LIMITATIONS**

*There shall be no more than Five (5) corporate members at any one time and each corporate membership shall grant access to no more than Ten (10) personnel all of whom shall be subject to the rules and regulations of the Club.*

## **12. SELECTION OF NEW MEMBERS**

- (a) Membership shall be open to all persons over the age of Eighteen (18) years who subscribe to the objectives of the Club and have been duly selected in accordance with this Constitution.*
- (b) Candidates for membership must be proposed by One (1) member and seconded by another member in writing on the nomination form. Anyone proposing or seconding a new member must have been a member in good standing for at least Three (3) years before the date of nomination. The application for membership shall be placed in the nomination book for a period of not less than Four (4) weeks, after which the nomination exercise will be conducted by the Executive Committee at its next meeting.*
- (c) The admission of new members shall be the responsibility of the Executive Committee for the time being holding office and shall be by vote, a majority vote carrying. On the admission of each new member, the Club Manager shall notify him/her accordingly and shall request payment of the Admission fee and Annual Subscription. If such be not paid within One (1) calendar month, the selection shall be void unless a satisfactory explanation for non-payment is furnished and accepted by the Executive Committee.*
- (d) A member failing to pay his/her Annual Subscription or other dues within the prescribed time frame shall be deemed to have resigned under Article 13 (d) of this Constitution unless a satisfactory explanation is furnished by the member and accepted by the Executive Committee.*
- (e) Any member who shall cease to belong to the Club either by reason of resignation or any other cause shall have no claim on any effects or property belonging to the Club, nor shall be entitled to a refund of any part of his subscription.*
- (f) No member of the Club shall be sponsor to or second more than Three (3) applications for membership between any Two (2) Annual General Meetings.*
- (g) The Executive Committee of the Club may impose further restrictions for membership or reject any application as it deems fit.*

## **13. FEES, DUES, SUBSCRIPTIONS, ACCOUNTS**

- (a) Admission fees and Annual subscription for all categories of membership are subject to change. The Executive Committee may review fees, subscriptions, stabling fee and all associated fees, including ground maintenance fees as it deems fits and by giving Four (4) weeks' notice.*



- (b) *For the purpose of subscription there shall be Four (4) types of subscription with accompanying fee:*
- i. *Single Admission Fee & Annual Subscription.*
  - ii. *Family Admission Fee & Annual Subscription.*
  - iii. *Corporate Admission Fee & Annual Subscription.*
  - iii. *Temporary Annual Subscription.*
- No Admission fee or Annual Subscription shall be required from Honorary Members.*
- (c) *A member elected after the 30<sup>th</sup> of June in any year shall be called upon to pay the full Admission Fee and half of the normal Annual Subscription Fee.*
- (d) *Notice or renewal of Annual Subscription shall be given on 31<sup>st</sup> December of every year. Subscriptions shall be payable within One (1) calendar month of such notice. A member failing so to renew his subscription shall be deemed to have resigned from the Club unless a satisfactory explanation is furnished and accepted by the Executive Committee and all arrears made good.*
- (e) *Bills in respect of stable and pony dues and charges shall be due in advance under the terms of payment outlined in the Bye-Laws. The Executive Committee may strike off the list of members or take any other reasonable action against any member in arrears unless satisfactory explanation is furnished and accepted by the Executive Committee.*
- (f) *A member so struck off may be eligible for re-admission provided that all arrears are first paid in full.*
- (g) *The Executive Committee may also , at its discretion, and for such reasons as seems to it to be adequate, allow a voting member who is over the age of Sixty(60) years and who is accepted with this Constitution as a voting member to pay such reduced Admission Fee and Annual Subscription as it may from time to time determine.*

#### **14. ANNUAL ACCOUNTS**

- (a) *The Club's Financial Year shall be from 1<sup>st</sup> July to 30<sup>th</sup> June.*
- (b) *The Treasurer shall direct the preparation of a "Report and Statement of Account " including a Balance Sheet and Income and Expenditure Account.*
- (c) *The annual accounts shall be subject to audit by external auditors as arranged by the Executive Committee and shall be placed before the members at the Annual General Meeting.*

## **15. GENERAL MEETINGS**

- (a) *A General Meeting of the Club shall be held annually on the first convenient date after 1<sup>st</sup> July. The Agenda for such meeting shall include:*

  - (i) The confirmation of the minutes of the previous Annual General Meeting.*
  - (ii) The presentation of Annual Accounts.*
  - (iii) The presentation of the President's Report.*
  - (iv) The election of Officers.*
  - (v) Any other business.*
- (b) *An Extraordinary General Meeting may be called either by the Executive Committee or at the written request of Ten (10) members of the Club to the President.*
- (c) *The Executive committee shall give members at least three (3) weeks' notice of a General Meeting.*
- (d) *Motions to be placed before a General Meeting must be proposed by One (1) voting member and seconded by another voting member.*
- (e) *Any member who desires to submit to a General meeting a proposal affecting the constitution of the Club or any Bye-Law made under such Constitution shall submit the terms of such proposal in writing to the President at least Fourteen(14) days before the date of meeting.*
- (f) *Each voting member selected in accordance with Articles 9 and 10 of this Constitution is entitled to vote once on any motion before the meeting.*
- (g) *Voting for the election of the members of the Executive Committee shall be by secret ballot and decided by a simple majority. In the event of a tie, the President shall have a casting vote.*
- (h) *Only members with voting rights as outlined in Article 10 may vote at a General Meeting. The Chair shall be taken by the President of the Club or in his absence, the most senior member of the Executive Committee present.*
- (i) *Quorum shall consist of at least one-quarter of fully -paid up voting members or Twenty (20) members, whichever is less. If the properly convened General Meeting fails to form a quorum, the Executive Committee may call a meeting within another Five (5) days at which a minimum of Five(5) non-executive committee members can form a recognized quorum.*

## **16. PLAYING GROUNDS AND STABLES**

- (a) The rules of the Hurlingham Polo Association or any other rules as deemed fit by the Executive Committee from time to time shall be strictly observed by the Club.*
- (b) The Club colours shall be Old Gold.*
- (c) The selection of teams for competitions and tournaments shall be made by the President in consultation with playing committee.*
- (d) The Executive Committee shall at least once in every period of Six (6) months appoint a sub-committee (who need not be members of the Executive Committee) to allot handicaps to new members and revise existing handicaps if necessary.*
- (e) The President shall appoint the Captain of the Club whose sole responsibility shall be to arrange the club chukkas.*
- (f) The Grounds Member shall oversee the grounds and maintenance of same.*
- (g) Play shall not take place if at any time the President or Grounds Member or in their absence, the most senior Executive Committee member present, shall decide that the grounds is unfit for play.*
- (h) The Stables Member shall have oversight responsibility of the stables and the Stable Manager in accordance with the Bye-Laws of the Club.*
- (i) Ponies shall be kept in the stables by members at the discretion of the Executive Committee who may alter the allocation of stables at any time should they consider it necessary. Nothing in this Constitution or any Bye-Law made there under shall be construed as conveying to any person an absolute right to maintain a pony (or ponies) on the Club premises. Any pony shall be removed on due notice given by the Executive Committee in accordance with the terms on which it was accepted.*
- (j) Polo Playing members shall have priority over riding members and foals in the main stables for all their horses.*

## **17. WINDING-UP**

- (a) A decision to wind-up the Club shall be taken by a General Meeting convened and conducted in accordance with Article 15 of this Constitution.*
- (b) In the event that it be decided to wind-up the Club liquidation of liabilities and division of net assets shall take place in accordance with appropriate Act(s) of the laws of Ghana and shall be conducted by firm solicitors or chartered accountants appointed to act in this regard by the Executive Committee, with the approval of the Board of Trustees.*

#### **18. RATIFICATION**

*The Constitution shall not be subject to alteration, except by motion of a General Meeting and unless the text thereof has been circulated to all members at least Twenty-One (21) days prior to the day of the meeting.*