
**BY-LAWS of the
HORSE PARK POLO CLUB**

1. *Name and Mission*

- a. The name of this organization will be the HORSE PARK POLO CLUB.
- b. The Club has been organized and exists for the purposes of introducing and training newcomers to the sport of polo, offering players of all levels the opportunity to improve their game and to enjoy the sport of polo in a relaxed and friendly atmosphere while encouraging good sportsmanship and safe play.
- c. The Club is an amateur club, run by amateurs for amateurs.

2. *Polo Rules*

- a. The Club conducts all its polo matches in accordance with the rules and regulations established by the United States Polo Association and the Horse Park Polo Club.
- b. It is the responsibility of all polo members and/or players to be familiar with, and adhere to, the rules and regulations of the United States Polo Association, the Club, and the Horse Park at Woodside.

3. *Membership*

a. *Dues*

- i. The Club is a non-profit organization. Our goal is to break-even on a seasonal basis. Membership dues are determined by estimating the expected total season costs less sponsorship income and then dividing the cost between the total number of members.
- ii. Members will be notified in September each year of the upcoming season's dues and guest fees.
- iii. Dues are payable in full before the first day of play of the new season.
 1. Full memberships are due on the first day of play in January
 2. Summer-only memberships are due on the first day of the summer season (typically early May)
 3. Winter-only memberships are due on the first day of the winter season (typically late October)
- iv. Members more than 30 days in arrears will be dropped from the membership roster and denied all membership privileges. Reinstatement after full payment is at the Club president's discretion.

b. *Membership Levels and Privileges*

- i. **Regular Members** (full year or winter only) are entitled to participation in all

club chukkers and tournaments. They have full membership and voting rights.

- ii. **Junior Members** are players who are 17 and under. They have all the privileges of membership except holding office and voting.
- iii. **Supporting Members** are professionals whose primary participation is in support of the Club, including Pros, Trainers, Umpires, and their support staff. Since they are required to pay Horse Park at Woodside trainer fees, their Club membership dues are waived. They have all the privileges of membership except holding office and voting.
- iv. **Honorary Members** are persons who have rendered outstanding service to the Club and are invited by the President and approved by the Executive Committee. They are invited to play free of charge and hold all the privileges and responsibilities of regular members.
- v. **Guests** are invited to play if sponsored by a member in good standing and upon payment of a guest fee. This privilege is not to be extended to any Guest more than four times in a fiscal year. Guests have no other member privileges.

c. New Members

- i. **Playing members** – New members must submit an application to the President or designated Membership Officer. Applicants for regular or student membership must have played in Club matches a minimum of four times. With the approval of the Executive Committee, the applicant is admitted to membership and be subject to dues.
- ii. **Supporting members** – Supporting Member status is awarded at the discretion of the President, with approval from the Executive Committee. Applicants must demonstrate support of the Club and Trainer status at Horse Park (if required).
 - 1. A professional is anyone with a rating of at least +1 in the arena who derives a majority of their income from polo activities.
 - 2. An umpire is anyone holding an Umpire’s certification of at least Club Class (C) from the USPA.
- iii. Horse Park Polo Club is a Private Club and membership renewal or a new membership application may be refused for any reason the Board decides and does not have to be disclosed.

d. Member Responsibilities

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- i. All playing members with the Club must be members of the USPA.
 - ii. All playing members with the Club must be members of the Horse Park at Woodside.
 - iii. All Members & playing Guests are required to sign liability releases and pay any outstanding fees before mounting at the Club.
 - iv. All playing members are required to perform duties or find a substitute. Duties are: timing, scoring, and gate keeping. Failure to perform assigned duties repetitively may result in a fine.
 - v. The Horse Park Polo Club colors are yellow and blue. Jerseys in the correct Club colors are required for all chukkers.
 - vi. Helmets must be worn by all players and officials at all times during play.
- e. **Resigning Members** – a member may resign by giving written notice to a Club Officer and paying all dues and other obligations. No refunds of prepaid dues will be given.

4. *Code of Conduct*

- a. The Club is a voluntary, private sporting organization. Membership in the Club is at-will and subject to the discretion of the Club at all times. Subject to the provisions of these By-laws, an individual membership may be suspended, revoked or terminated at any time by the Club when a member acts in any manner that is deemed, in the sole discretion of the Club, to be inconsistent with, contrary to, or violate the Club's Rules, By-laws, or Terms and Conditions of the Membership Application.
- b. The Club has established the following Code of Conduct for all members:
 - i. Always respect the game and all USPA rules and tournament conditions.
 - ii. Always respect your teammates, opponents and officials.
 - iii. Always demonstrate good sportsmanship.
 - iv. Always consider the welfare of the horses.
 - v. Always respect the club and the club facilities.
 - vi. Always compete without the use of drugs or alcohol.
 - vii. Always compete to win.
- c. Any complaints, suggestions, or constructive criticism regarding the operation of the Club shall be submitted in writing to the Board.
- d. Three members of the Board are needed to form the Disciplinary Committee. The Disciplinary Committee should be disinterested and unbiased in the outcome of the hearing/investigation. In that regard, no member of the Disciplinary Committee shall participate in the investigation, analysis or resolution of any dispute, problem or inquiry, if said member is a player in the particular event in question.

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- e. The type of action taken for a rules violation is left to the discretion of the President and the Board. Their interpretations and rulings shall be final in accordance with the Club By-laws.

5. *Fiscal Year*

- a. The fiscal year of the Club is from November 1.

6. *Communication*

- a. The names, addresses and emails of Members are not to be used for any commercial purposes whatsoever without prior, express and written authorization of the Club. Such information is the property of the Club and may not be sold or disseminated, whether or not for profit, to any individual or party who is not a Member of the Club without prior, express and written authorization of the Club.
- b. The logo and other marks of the Club are property of the Club and may not be sold or disseminated, whether or not for profit, to any individual or party without prior, express and written authorization of the Club.

7. *Board of Directors*

- a. The government and management of the Club shall be vested in a Board of Directors, consisting of 7 to 9 Board Members. Board Members shall hold office for one year. Subject to the provision of these by-laws, the Board of Directors will have the control and management of the affairs, property and policy of the Club.

b. *Eligibility*

- i. Board Members must be full-year Regular Members in good standing.
- ii. Board Members may not be polo professionals or household members of polo professionals. Board Members may not receive payment from the Club for their services in any capacity.
- iii. Board Members are expected to participate actively in managing the Club and in the work of the Committees.

c. *Election Process*

- i. The Nomination Committee shall solicit candidates for the new Board from the current Board and the membership at large and present them to the membership for vote.
- ii. Every voting Club member may vote for up to 9 Board Members.
- iii. The nominees receiving a majority vote are elected.
- iv. If less than 7 candidates are elected, the vote will be retaken with the remaining candidates until at least 7 persons are elected.

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- v. An officer slate is recommended by the President from the newly elected Board Members. Alternate candidates may be proposed by any Board Member. Officers are individually elected by a majority vote of the Board of Directors.

d. **Mid-Term Changes**

- i. In the event of a vacancy for any reason, the President shall appoint an Interim Board Member to serve until such time as the Club conducts an election to fill the vacancy.
- ii. Any Board member may be removed by a vote of two-thirds of the Board of Directors at a meeting called for such a purpose.

e. **Officers**

- i. **President:** Chief administrative officer of the Horse Park Polo Club, with fiscal and signature authority. Responsible for presiding at all meetings and presenting the annual Club management plan. May delegate tasks to other individual Members or employ professionals as needed to manage the Club effectively.
- ii. **Vice-President:** This person shall assist the President in the performance of his duties and is hereby given the power to act jointly with all the powers of the President when the President is unavailable.
- iii. **Treasurer:** Responsible for the safekeeping and proper disbursement of all fund of the Club, including all reporting and account keeping. Report to Members and Board of Directors annually and when requested.
- iv. **Secretary:** Responsible for the minutes of all meetings of the Members, the Board of Directors, and the Executive Committee. Maintain all correspondence and records, including Club roster complete with membership standing.
- v. **USPA Club Delegate:** Serve as the representative of the Club for USPA meetings or events. Report relevant decisions and activities to the Club.

8. **Committees**

- a. **Executive Committee.** The Board of Directors may delegate specific powers and duties, by Resolution, to an Executive Committee except the authority to make or alter By-Laws or rules. All actions of the Executive Committee will be reported and approved at the next meeting of the Board of Directors. The Executive Committee, appointed by the President and approved by the Board of Directors, will be composed of four members, consisting of the President, Vice-President, Secretary, and Treasurer. In the event of a tie vote of the Executive Committee, the President shall have an additional vote.

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- b. **Nominating Committee.** Within thirty (30) days after the start of the new fiscal year, the President, with the consent of the Board of Directors, shall appoint a Nominating Committee consisting of at least three Regular Players.
 - c. **Player Rating Committee.** The Board of Directors shall appoint a Player Rating Committee of at least 3 Regular members (including the Club's USPA delegate) who will, prior to August 31, annually review and judge member ratings for inclusion in the Club records.

9. *Meetings*

- a. **Board Meetings.** The Board of Directors will meet at the call of the President at least twice a year, at such place and time as the President designates. Notice of the meetings shall be emailed to each member at least 7 days prior to the meeting. A majority, represented in person, will constitute a quorum at any meeting.
- b. **Annual Member Meetings.** The General Membership will meet at the call of the President at least once a year, at such place and time as the President designates. Notice of the meetings shall be emailed to each member at least 10 days prior to the meeting.
- c. **Special Meetings.** Special Meetings of the Association may be called by the President or by the Board of Directors. Meetings shall also be called by the President on the written request of at least four members of the Board of Directors or at least seven playing members.
- d. **Voting.** All votes in all committees and meetings shall be by secret ballot unless waived by the unanimous agreement of all voting members present. Each Regular Member in good standing has one vote.

10. *Amendments*

- a. These By-laws may be amended by a two-thirds vote of the members of the Board of Directors present at a meeting noticed for that purpose.