



THE INTERNATIONAL POLOCROSSE COUNCIL (IPC)

CONSTITUTION

22 June 1976
9 July 2002
5 May 2003
17 August 2007
17 April 2019

Adopted at AGM on Wednesday 17 April 2019

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PREAMBLE

This is the constitution of the International Polocrosse Council. The International Polocrosse Council shall be constituted of affiliated National Associations who have all their members registered with their respective National Associations.

1. Name and formation

- 1.1 "The International Polocrosse Council" abbreviated to "IPC".
- 1.2 The IPC was established on 21st June 1976. The first meeting was a conference held at the Broadbeach International Hotel on the Queensland Gold Coast. Countries represented were New Zealand, Papua-New Guinea, Rhodesia, South Africa and Australia. The main aim of the conference was for people interested in playing polocrosse throughout the world to come together to exchange ideas, and promote better understanding and goodwill, and to establish friendships so as to improve the sport, exchange visits of coaches and players and to promote polocrosse throughout other countries of the world.

2. Definitions

In this Constitution, unless the context indicates otherwise, the following terms have the following meanings:

Affiliated National Association means a fully paid up member association.

Associate Member means a nation that holds associate membership of the IPC.

By-Laws means by-laws and other documents referred to in this constitution.

Council means the appointed delegates from each full member country.

Delegates means a representative of a National Association that sits on the Council as a member country.

Deliberative vote is a **vote** given to a person because they are a member of the group. The term is usually applied to people who chair the meeting to draw a distinction between the **vote** they get as a member, and the **casting vote** they may get as the presiding person.

Director means a member of the Council from time to time elected or appointed in accordance with this Constitution and includes the Elected Directors and Independent Directors.

Executive Committee means the management body of the IPC comprised of the President and Vice Presidents as elected or appointed from time to time in accordance with this Constitution.

Financial year begins on 1 January and ends on 31 December of the same year.

IPC means The International Polocrosse Council.

Life Member means an honorary life member of the IPC.

Member Country means a nation that holds full membership of the IPC.

Playing Rules means the 'International Polocrosse Rules' relating to the game of polocrosse.

Special Majority means at least seventy five percent (75%) of the votes cast in relation to a particular election or resolution.

Special Resolution means a resolution passed.

In this Constitution, unless the context indicates otherwise:

- a. a reference to a function includes a reference to a power, authority and duty;
- b. a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- c. words importing the singular include the plural and vice versa;
- d. words importing any gender include the other genders; and
- e. a reference to 'writing' includes references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

3. Objects of the Council

The objects of the IPC are to govern the sport of Polocrosse throughout the world, in accordance with the principles of democracy, good governance and transparency.

To achieve its objects the IPC shall:

- 3.1 Lead, promote, administer and further the interests of the game of polocrosse internationally;
- 3.2 Promote the formation of National Associations who shall control all polocrosse affairs within their respective countries;
- 3.3 Promote amicable and friendly relations between its member countries;
- 3.4 Deal with all matters which concern the betterment and improvement of the game of Polocrosse throughout the World.
- 3.5 Provide support to emerging nations;
- 3.6 Support each countries National rules of the game and maintain a set of International rules of the game for use when representative National teams compete against each other;
- 3.7 Appoint an executive committee for the purpose of conducting and controlling the affairs of the Council;
- 3.8 Regulate participation in games of polocrosse sanctioned by the IPC;
- 3.9 Deal with member cancellation or suspension of any associate or full affiliated country, on the grounds of misconduct;
- 3.10 Fix levy and collect affiliation fees;
- 3.11 Fix levy and collect any other fees agreed by the IPC council;
- 3.12 Apply the income and property of the Council, wheresoever derived, solely towards the promotion of the objects of the Council as set forth in this Constitution, and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise by way of distribution of profits or assets to any person or persons who at any time are or have been members of the IPC or to any of them or any person claiming through them;

- 3.13 Establish and maintain a squad of independent umpires and referees;
- 3.14 Regulate umpiring and officiating at games of polocrosse sanctioned by the IPC.
- 3.15 Establish and maintain an Umpire framework and training syllabus;
- 3.16 Plan and implement training programs for Umpires and Referees permitted to umpire and officiate at games of polocrosse sanctioned by the IPC; and
- 3.17 Select umpires and referees for IPC sanctioned events.

4. Powers

The IPC council shall have the capacity and power to act solely for furthering the objects as described in Clause 3.

MEMBERSHIP

5. Member Nation Categories

- 5.1 There are two categories of members within the IPC:
 - a. Full members; and
 - b. Associate members.
- 5.2 A list of IPC full member and associate members is listed on the IPC web site.
- 5.3 Applications to become a member of the IPC shall be in such form as determined by the IPC.

6. Conditions for Affiliation

- 6.1 Applications from a National Association for affiliation with the Council shall be made in writing to the Secretary and shall be accompanied by a:
 - a. copy of the constitution of the National Association seeking affiliation;
 - b. copy of the rules of the game of the National Association seeking affiliation;
 - c. list of the National Association's office bearers and officials; and
 - d. certified statement as to the numbers of playing members and registered Clubs as at the date of application.

7. Honorary life membership

- 7.1 The Council shall have the power to grant honorary life membership of Council to a person who in the opinion of Council has given long and outstanding service to polocrosse at international level.
- 7.2 Such a person shall be nominated by a full affiliated body in writing such nomination to set out full details of the nominee and the justification for granting life membership.
- 7.3 The Secretary shall give at least twenty-one days' notice of such nomination to all countries prior to the Council meeting at which the nomination is to be considered.
- 7.4 A life member of Council shall be entitled to attend Council meetings but shall not take part in the business of the meeting or vote on any matter unless he is in fact an elected member of Council.
- 7.5 Life membership may be terminated if:
 - a. the life member resigns by notice in writing;
 - b. the life member dies;
 - c. the life member becomes of unsound mind; or
 - d. s/he brings discredit to the Council or the IPC by his actions.

8. Associate members

- 8.1 The Council shall have the power to grant Associate Membership to an organisation which in the opinion of the Council has similar aims and objects for promoting horses and horse-sports.
- 8.2 One representative from any organisation granted Associate Membership may attend meetings of the Council but shall not take part in the business of the meeting without the permission of the Council. They shall not be entitled to vote on any matter.
- 8.3 The Council shall determine Associate Members' fees annually.

9. Membership requirements

- 9.1 Accept and fully comply with the IPC constitution, objects, rules and by-laws of the Council;
- 9.2 Accept and execute decisions made by the Executive Committee;
- 9.3 Submit an annual activity report;
- 9.4 Advise the IPC of any suspended members;
- 9.5 Respond to any IPC requests; and
- 9.6 Pay affiliation fee as determined by the council.

10. Affiliation fees – time for payment

- 10.1 The annual membership and registration fees of the IPC shall be determined by resolution of the Council;
- 10.2 The annual fees referred to in clause 10.1 above shall be payable prior to the end of March in each calendar year.
- 10.3 The affiliation of any nation whose affiliation fees have not been paid by 30 April in each year to the body granting it affiliation shall be suspended.

11. Discipline

- 11.1 Where the Council considers that a Member of the IPC has allegedly:
 - a. breached, failed, refused or neglected to comply with a provision of this constitution or any other by-law, rule or determination of the Council;
 - b. acted in a manner unbecoming of a Member or prejudicial to the objects and interests of the Council and/or Polocrosse; or
 - c. brought the Council or Polocrosse into disrepute.
- 11.2 The Council may commence or cause to be commenced disciplinary proceedings against that Member and that Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms (if any) of the Council set out in the By-Laws. For the avoidance of doubt, the Council shall have the power to disqualify or suspend any Member.

12. Right of appeal

- 12.1 Any Member disqualified, suspended, fined, expelled or otherwise disciplined under this Constitution may appeal to the Council against such decision. Procedures and penalties for such appeal process (if any) shall be set out in the By-Laws however the following minimum conditions must be met:

- a. written notice of such appeal, stating the grounds and nature of the evidence to be furnished shall be given by the appellant Member to the Secretary within sixty days of the sanction;
- b. on receipt of such notice, the Secretary shall forthwith notify the Council and any other bodies concerned; and
- c. an appeal under this clause may come only from the Member that has been sanctioned.

13. Player Register and Registered Players

- 13.1 The member country will maintain a register of players and provide annually a list of registered playing member numbers, by category, to the IPC Secretary at the end of each calendar year;
- 13.2 A person who wishes to participate in a game of polocrosse sanctioned by the IPC must be a registered player of a club in an affiliated nation; and
- 13.3 The Player Register shall contain such categories or classes of polocrosse player (if any) as the IPC thinks fit.

MANAGEMENT

14. The Council

- 14.1 The voting power of the IPC shall be in a Council appointed by each member country;
- 14.2 Each member country shall be entitled to appoint three Delegates;
- 14.3 Each member country shall, not less than 60 days prior to General Meetings of the IPC elect its Delegates. The Secretary of each member country will advise in writing to the IPC Secretary/Treasurer of the names and addresses of its Delegates for the ensuing year not later than 28 days prior to the General Meeting of Council;
- 14.4 The delegates appointed prior to a meeting of the Council and shall hold office from that next meeting of the Council until the meeting of the Council following unless removed under clause 7 of this Constitution or the Secretary is otherwise advised by the relevant member country;
- 14.5 A person who is not a member of an affiliated member country, in the country they reside shall not be eligible for appointment as a Councillor; and
- 14.6 The Council may meet at such other times as the Council deems appropriate.

15. Role of Council

The role of the Council shall be to carry out the following functions:

- a. Decide the annual membership and affiliation fees payable to the IPC;
- b. Approve any amendments to this Constitution;
- c. Approve and review the IPC's strategic direction; and
- d. Discuss International issues.

16. Office Bearers

The general management of the Council shall be in the hands of the Executive Committee, comprising of the President, the two (2) Vice Presidents subject to the direction of the Council.

16.1 Every four (4) years the Council shall elect the following office bearers:

- a. President;

- b. Senior Vice President; and
- c. Junior Vice President.

- 16.2 Sixty days prior to the Council meeting the Secretary/Treasurer shall call for nominations for the above posts;
- 16.3 The nomination in writing, together with the written consent of the nominee, must be received by the Secretary/Treasurer no later than the time and date specified in the notice calling the nominations;
- 16.4 If there is only one (1) nomination for any of the Office Bearer positions, such person shall be declared to have been duly elected to such office. If there are more than one (1) nomination received for any of the positions of office the elections shall be conducted by secret ballot under ordinary preferential voting; and
- 16.5 No person can be elected to more than one position. The positions shall be held for a period of four years. Office bearers may be elected for a second period of four years but any one person shall not stand for the same position beyond a continuous period of eight years. A person having served a term as Office Bearer may only stand again for that same position after an interval of four years.

17. Composition of the Executive Committee

The Executive Committee shall comprise:

- 17.1 the President elected by the Council;
- 17.2 Senior Vice President elected by the Council; and
- 17.3 Junior Vice President elected by the Council.

18. Powers of the Executive Committee

- 18.1 Subject to this Constitution the business of the IPC shall be managed, and all of the powers of the IPC, shall be exercised by the executive committee.
- 18.2 The executive committee as the controlling authority of the IPC shall be responsible for acting on all issues in accordance with the objects of the IPC and shall operate for the collective and mutual benefit of the IPC and the sport of polocrosse internationally and shall:
 - a. govern the sport of polocrosse in accordance with the objects of the IPC;
 - b. exercise all of the powers of the IPC;
 - c. appoint suitably qualified members into key roles where required (for example International Chief Umpire);
 - d. determine major strategic directions of the IPC;
 - e. review the IPC's performance in achieving its pre-determined aims, and objectives;
 - f. manage the financial performance of the IPC; and
 - g. manage international responsibilities.

19. Appointment of Independent Directors

- 19.1 The Executive Committee may appoint two independent directors;
- 19.2 The independent directors may have specific skills which complement the executive committee composition;
- 19.3 The independent directors do not need to be members;
- 19.4 Independent directors must declare any position they hold in a member country; and

19.5 Independent directors must resign from that position within three months of being appointed.

20. Decisions of Council

Subject to this Constitution, questions arising at any meeting of the Council shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Council.

21. The President

21.1 The President may preside at all meetings of the Council and must preside at all meeting of the Executive Committee; and

21.2 If the President is absent or unwilling to preside, the Senior Vice President shall, where relevant, preside for that meeting.

22. Secretary/Treasurer

22.1 The Secretary/Treasurer shall be appointed by the Executive Committee for a term and on conditions as the executive committee thinks fit;

22.2 The Secretary/Treasurer, shall be entitled to notice of, attend and participate in debate at, all meetings of the Council, but shall have no entitlement to vote;

22.3 The Secretary/Treasurer shall attend to all correspondence on behalf of the executive committee and the IPC;

22.4 The Secretary/Treasurer shall prepare and furnish to the Council such returns as may be required;

22.5 The Secretary/Treasurer shall keep the following:

a. Minutes – electronically; and

b. Registers provided for in this Constitution together with such fees as may be payable in relation thereto.

22.6 The Secretary/Treasurer shall keep all such books and registers in such form as may be prescribed by the IPC; and

22.7 The Secretary/Treasurer shall perform and carry out all such other duties and services as may be assigned by the IPC Executive Committee.

23. The Auditor

23.1 The Auditor shall be appointed by the IPC Council;

23.2 The Auditor shall not be a member of the IPC; and

23.3 The location of the Secretary/Treasurer should be taken into consideration prior to the Auditors appointment by Council.

MEETINGS

24. General Meeting of the Council

24.1 The Council shall meet on a date set by the Secretary/Treasurer every second year to coincide with a World Cup.

24.2 The order of business at a General Meeting of Council shall be to:

a. receive the financial report of the IPC;

- b. receive the Presidents' reports of the IPC for the previous financial year;
- c. install the new Council; and
- d. conduct elections as are required in accordance with this Constitution.

25. Meeting procedure

A meeting of the Council shall be conducted in accordance with the clauses below:

- 25.1 At any meeting of the Council the presence of nine Delegates representing at least four-member countries shall form a quorum;
- 25.2 All motions except those for which special provision is made herein shall require only a simple majority;
- 25.3 The President shall have a casting vote;
- 25.4 A majority of three quarters of the members of Council present and voting shall be required to carry the following motions:
 - a. To amend this Constitution or any rules or By Laws made in pursuance thereof;
 - b. To amend or rescind a resolution of the Council; or
 - c. To wind up the IPC.
- 25.5 Only Delegates, representing each member country currently affiliated with the IPC shall be eligible to vote at Council meetings.

26. Proxies

Representation by proxy at Council meetings shall be permissible.

- 26.1 The proxy shall be nominated in writing by the absentee Councillor;
- 26.2 A proxy shall not be another member of Council; and
- 26.3 A proxy shall be an affiliated member of the country they are representing.

27. Business at Meetings

- 27.1 Official business shall be minutes of the previous meetings, apologies, reports and recommendations from delegated bodies, and accounts;
- 27.2 Special business shall be notices of motions; and
- 27.3 General business shall be matters raised by members of Council and of which due notice has not been given.

28. Notice of motion

- 28.1 Other than as hereafter specified all notices of motion shall be in writing and given to the IPC Secretary/Treasurer with sixty days' notice;
- 28.2 Motions of adjournment, motions of amendment, motions for leave to amend or withdraw a motion of amendment, motion for vote of thanks, motion for leave, motion dealing with business arising from the minutes or arising from any report or recommendation of a delegated body or sub-committee or motion for suspension of standing orders may be made without notice;
- 28.3 Except as expressly provided in clause 28.4 below or elsewhere in this Constitution, a motion of which due notice has not been given may be discussed or voted upon with the sanction of three quarters of the Council present and voting;
- 28.4 A motion:

- a. affecting this Constitution, the objects of the IPC, the rules of the IPC or the By-Laws of; or
- b. to rescind or amend a previous resolution of Council; or
- c. to reinstate the registration of any Affiliated country or emerging country; or
- d. to intervene in the affairs of any member country.

28.5 In the event of a meeting lapsing the business thereof or in the case of an adjournment of a meeting such business as remains outstanding shall take precedence at the next meeting; and

28.6 An adjourned meeting of the Council shall not deal with any business that was not on the business paper of the original meeting except as previously provided for.

29. Agenda

The Secretary/Treasurer shall forward to all Delegates, twenty-one days prior to any Council meeting an agenda of matters to be considered at that meeting.

30. Attendance at Council Meetings

Any affiliated person or registered member may at the discretion of Council attend Council meetings but without the express permission of Council shall not take part in the proceedings or address Council.

MISCELLANEOUS

31. Amendment of Constitution

31.1 Before any amendment to the Constitution, Objects, Rules or By-laws of the Association is made, the Council shall submit the proposed amendment in writing to the affiliated National Associations for their consideration. Such notice shall be given at least sixty days before such amendment is decided by the Council.

31.2 Any amendment must be passed by a three-fourths (75%) majority of the Delegates present and entitled to vote at a Council meeting.

32. By-Laws

32.1 Subject to clause 32.2 below, the Council may (by itself or by delegation to the executive committee) formulate, approve, issue, adopt, interpret and amend such by-laws, regulations and policies for the proper advancement, management and administration of the IPC, the advancement of the objects of the IPC and the sport of polocrosse as it thinks necessary or desirable.

32.2 By-Laws must be consistent with this Constitution;

32.3 All By-Laws made shall be binding on the IPC and all individuals and organisations bound by this Constitution; and

32.4 All by-laws, regulations and policies of the IPC in force at the date of the approval of this Constitution in so far as such by-laws, regulations and policies are not inconsistent with, or have been replaced by these Articles, shall be deemed to be By-Laws.

33. Inspection of Books

The records, books and other documents of the IPC shall be open to inspection, free of charge, by a member of the IPC at any prescribed General meeting.

34. Accounts and Audit

- 34.1 There shall be prepared as at the end of each Financial Year, for submission to the Committee, a Balance Sheet together with Statement of Receipts and Payments, and of Income and Expenditure, for such year.
- 34.2 Immediately after the expiration of each Financial Year the Accounts of the Council shall be examined and the correctness of the Balance Sheet, Statement of Receipts and Payments and Statements of Income and Expenditure shall be ascertained and certified by the Auditor appointed by the Committee.
- 34.3 The Auditor shall:
- a. Have access to and examine all books, papers, deeds, documents and Accounts of the Council; and they may examine any office bearer, officer or servant of the Council in regard to the accounts; obtain from any bank in which the funds of the Council are deposited or invested a written statement from the Banker or Bankers as to the balance of the account or accounts, and satisfy himself as to the number of the banking accounts used by the Council.
 - b. Furnish to the Committee a written statement that all documents certified are kept and used in accordance with the Rules of the Council, or, if unable to certify, report in what respect they are incorrect.
 - c. Place before the Committee any suggestions he desires to make concerning the financial affairs of the Council.
 - d. Indicate to the Committee any improvement desirable to secure more effective control and economical administration.
 - e. Check the records of all affiliation and registration fees.
 - f. Report to Committee any inaccuracy, irregularity or breach of any of these Rules relating to the finances of the Council.
- 34.4 The Executive committee is authorised on behalf of the Council to make monetary transactions for amounts up to and including AUD\$5,000 as necessary for running of the IPC. All payments above this amount must be passed for payment by the Council.
- 34.5 No portion of any income or property of the Council shall be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise howsoever by way of a profit to a persons or persons who at any time are or have been Members of the Council or to any member of them or any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any servants of the Council or to any member thereof or other person in return for any services actually rendered to the Council nor prevent the payment of interest at a rate not exceeding current bank overdraft rate on money borrowed for any of the purposes of the Council or reasonable or proper rent on premises demised or let to the Council.
- 34.6 The Secretary shall at the end of each Financial Year, in conjunction with the Treasurer, prepare a statement of income and expenditure together with a balance sheet and when audited shall forward a copy of such documents to the Secretary of each National Association.

35. Winding Up

- 35.1 If it shall be resolved that the IPC be wound up and subject to provisions of the surplus of assets of the IPC after satisfaction of all its debts and liabilities shall not be paid to or distributed among the members of the IPC but shall be given or transferred to some other institution or institutions having objects similar to the

objects of the IPC and which shall also prohibit the distribution of its or their property among its or their members.

- 35.2 The institution or institutions referred to above in 31.1 above shall be determined by the members at or before the time of dissolution.

36. Conflict of Interest

- 36.1 All parties involved in the IPC operations shall be committed to promoting a standard of conduct safeguarding the members' confidence in integrity, objectivity and impartiality of the IPC activities. They must ensure that outside activities or financial interests cannot interfere with or influence the IPC's decision-making processes.
- 36.2 Any individual who is directly involved in the matter to be decided should abstain from that particular decision-making process and may be requested to leave the room for the time the decision/making process.