

Texas A&M Polo Club Constitution

Article I - Name of Organization

This student organization should be known as the Texas A&M Polo Club. It may also be known as the TAMU Polo Club or Aggie Polo Club.

Article II - Purpose

The purpose and objectives shall be to play, teach and promote the sport of polo at Texas A&M University. Our goals are:

- To teach polo to any interested members,
- To promote the sport of polo to Texas A&M University and the surrounding community,
- To compete fairly and to the best of our abilities at every contest,
- To always represent Texas A&M honorably and with the highest degree of sportsmanship and
- To increase horse awareness and maintain the physical condition and welfare of our horses.

Article III - Membership

Section A. Membership Eligibility

Membership in this organization is open to Texas A&M University students who meet the following qualifications:

- 1) Only registered graduate and undergraduate students at Texas A&M who have paid Rec Center fees are eligible for membership in the sport club(s) of their choice. Only student members have the right to hold offices, and Texas A&M students shall have membership priority.
 - a) In order to compete and represent Texas A&M in a sport club, A&M Undergraduate AND Graduate students MUST be enrolled in at least 6 credit hours. Blinn TEAM students MUST be enrolled in at least 4 credit hours at Texas A&M. Exception: graduating seniors, may be taking less.
- 2) Blinn TEAM students are eligible for participation in sport clubs because they pay University fees. They are considered students at Texas A&M, but are enrolled and take classes at both Texas A&M, as well as Blinn. Clubs should consult their league or association guidelines to determine these students' eligibility for club competitions. Blinn TEAM students may not hold the office of President or Treasurer for the club. Blinn TEAM members MUST have a minimum overall 2.0 GPR at Texas A&M in order to fully participate with a club.
 - a) Full time Blinn students are NOT eligible to participate in any Sport Club activity.
- 3) Texas A&M Former Students are NOT eligible to participate in any Sport Club activity.
- 4) A Texas A&M Galveston student may participate in a sport club on the college station campus if that Sport Club is not offered at the A&M Galveston campus. The Sport Club staff must be notified of this situation. These students MUST abide by the same procedures, grade and credit hour rules, and conduct policies as College Station students.
- 5) Co-op and Health Science students must provide a letter from their program showing proof of enrollment and credit hours to the Sport Clubs office.

- 6) Faculty or staff members who holds a current Rec Center membership AND pay club dues may be a member of a Sport Club. However, faculty and staff members are ineligible to travel, compete, and represent Texas A&M on behalf of a Sport Club.
- 7) Minors who are Texas A&M University students and have their guardians' consent and signature on the Assumption of Risk form are eligible to practice & compete.

Section B. Member Classification

Texas A&M Polo Club members shall be classified as "club members" or "team members" according to their eligibility to represent Texas A&M Polo Club at contests and what is expected of them as described below:

- 1) Club Members
 - a) Eligibility to Compete
 - i) Club members are not eligible to represent Texas A&M Polo Club at any official United States Polo Association (USPA) competitions.
 - ii) Club members may compete in any intra-club or non-USPA competitions
 - b) Expectations
 - i) Club members are expected to pay dues by the deadline set by the Treasurer.
 - ii) Club members are expected to obey all Rec Sports and Polo Club rules and follow officer instructions whenever they are at a Texas A&M Polo Club function
 - iii) There is no minimum requirement for club members, however when members attend club activities such as riding or club chukkers they are expected to assist in the daily care of the club horses, facilities, and equipment
 - iv) Examples of chores expected of club members include:
 - (1) Mucking Stalls
 - (2) Cleaning polo equipment and tack
 - (3) Participating in barn cleaning
- 2) Team Members
 - a) Eligibility to Compete
 - i) Team members are eligible to represent Texas A&M Polo Club at any official United States Polo Association (USPA) competitions.
 - b) Expectations
 - i) Team members are expected to pay dues by the deadline set by the Treasurer.
 - ii) Team members are expected to obey all Rec Sports and Polo Club rules and follow officer instructions whenever they are at a Texas A&M Polo Club function
 - iii) Team members are expected to assist in the care of the club horses by helping to exercise and work the club horses and signing up for a weekly feed time and feeding the horses correctly each week
 - iv) Team members are expected to assist in the care and maintenance of club equipment and facilities by attending barn cleaning during their assigned week
 - v) Team members are expected to teach club members how to play polo by attending club chukkers during their assigned week.

Section C. Selection of Members

- 1) The maximum number of members in the Texas A&M Polo Club shall not exceed 65 people. This number includes all team members, club members, and club officers.
- 2) Membership priority shall be given in order of priority to:
 - a) Club Officers
 - b) Team Members
 - c) Returning club members
 - d) New members
- 3) In order to join the club, each individual will be required to go through a specific process for joining the club depending on their classification from the previous semester.
 - a) Club Officers
 - i) Shall be guaranteed membership in the club for any semester that they are actively serving as an officer.
 - ii) If an individual was previously an officer but will not be a club officer during the semester they are applying for, they must go through the application process for returning members as described below.
 - iii) Club officers must complete the following to secure their spot in the club:
 - (1) Fill out a Dues Contract for the semester
 - (2) Pay semester dues in full or by installment plan
 - (3) Pay all club fines owed from previous semesters
 - iv) Any officer that fails to do any of the above shall be removed from office and a new individual will be elected to fill their position according to the procedures described in Article IV Section D.
 - b) Team Members
 - i) Shall be guaranteed membership in the club for any semester that they are an active team member.
 - ii) If an individual was previously a team member but will not be a team member during the semester they are applying for, they must go through the application process for returning members as described below.
 - iii) Team members must complete the following to secure their spot in the club:
 - (1) Fill out a Dues Contract for the semester
 - (2) Pay semester dues in full or by installment plan
 - (3) Pay all club fines owed from previous semesters
 - iv) Any team member that fails to do any of the above shall be removed from the team. They may rejoin the team upon completion of all items listed above.
 - c) Returning Club Members
 - i) Returning members should complete the following to apply for membership each semester:
 - (1) Fill out an "Intent to Rejoin" form at the end of the previous semester.
 - (2) Score 100% on the horse safety and polo basics quiz created by the officers each semester. Anyone who does not score 100% must retake the quiz and score 100% to be considered for membership.
 - ii) Officers will determine which applicants are eligible for membership. Individuals shall be considered for membership during the semester they are applying for if they:
 - (1) Complete the Membership application for the semester
 - (2) Obtain 100% on the horse safety and polo basics quiz

- (3) Received no disciplinary action during the previous semester
- (4) Fulfilled the minimum membership requirements for the previous semester
- iii) From the pool of eligible returning members, will offer membership spots to individuals by priority. Priority is to be given to the most active returning members as determined by the answers to the following questions:
 - (1) How active was the member in the previous semester? How many hours a week did they participate in club activities?
 - (2) How much did the member improve their riding and polo skills last semester?
 - (3) Did the member have an assigned feed time last semester?
 - (4) Did the member volunteer at fundraisers or team events?
- iv) Returning members who are offered a membership spot will have 3 days to respond to an officer and accept or decline the membership position.
 - (1) If they accept, dues must be paid by the dues deadline set by the treasurer or else the membership offer is revoked
 - (2) If they decline, the spot is offered to the next eligible applicant with the highest priority
- d) New members
 - i) If membership spots are available after all officers, team members, and eligible returning members have been offered membership, new members may fill the remaining open spots.
 - ii) New members wishing to apply for membership must complete the following
 - (1) Complete the membership application for the semester
 - (2) Attend a horse safety and polo basics training session and score 100% on the horse safety and polo basics quiz given after. Anyone who does not score 100% must retake the quiz and score 100% to be considered for membership.
 - iii) Officers will review the applications of eligible new members and offer any remaining membership spots according to priority. Priority will be given to those determined to be the most committed to the club based on their answers to the questions in the application.

Section D. Member Dues

Texas A&M Polo Club members are required to pay dues according to the following guidelines:

- 1) A club member of the TAMU Polo Club must pay \$400.00 per semester:
 - a) \$200 horse use fee to the Department of Recreational Sports, and
 - b) \$200 membership fee to the Texas A&M Polo Club
- 2) A competitive team member in the TAMU Polo Club must pay \$600.00 per semester:
 - a) \$600 horse use fee to the Department of Recreational Sports, and membership fee to the Texas A&M Polo Club
- 3) All club members will have a two-week grace period following the set date of each dues payment. Within that grace period they must pay their installment or pay their dues in full.
 - a) If members fail to pay within the 14 day grace period, beginning the 15th day members will be charged an additional \$100 late fee. This will apply to each installment (Ex: a two installment plan could result in a late fee of \$200).
 - b) If \$0 has been paid two weeks after the final dues installment team members will be ineligible to play on the team or play in any sanctioned USPA tournaments representing the Texas A&M Polo Club during the current semester.

- c) All officers and team captains who fail to pay dues on time will be on probation from their positions until dues are paid.
 - d) Failure to pay dues can result in being stripped of officer/team captain titles, left up to the discretion of the officers.
- 4) If a student is interested in joining the Polo Club later in the semester (i.e. the middle) they may be pro-rated at the discretion of the officers, however they will be required to pay the \$100 late fee.
 - 5) All club and team members are required to sign a dues contract which will be provided by the club Treasurer.
 - 6) In times of financial emergencies or when deemed fit, dues for the current semester may be raised upon a majority vote of the officers.
 - 7) Nonpayment will result in disciplinary action as deemed appropriate by the majority vote of the officers with advisor input.

Section E. Club Member Removal

Removal Procedures for Texas A&M Polo Club members shall follow the below guidelines:

- 1) Any club member who does not meet the membership requirements or who has been reasonably deemed as disruptive, counterproductive, or nonchalant toward the club by any officer or a sizable number of members may be a candidate for the removal from the club. The removal proceedings are as follows:
 - a) The member shall be notified discretely that he/she is to meet with the club officers.
 - b) The club officers shall discuss with the member his/her conduct and suggest a course of action to return the member to good standing.
 - c) The member in question will be given an opportunity to address the voting officers with his/her perspective before any vote is conducted.
 - d) The club officers shall privately discuss their options. If needed, the advisor may be called on to give his/her opinion but cannot vote on the proceedings. The options are:
 - i) Probation - This is the recommended first step in the removal process. Probationary members will be required to follow the officer's recommended course of action to reinstate their good standing. Until the club officers deem that this course of action has been completed in a satisfactory manner, the member shall remain on probation. While on probationary status the club officers must approve the plans of the member to attend any club functions, use the club's equipment or facilities, or represent the club in any way.
 - ii) Temporary Removal - This step is recommended for noncompliance with the course of action recommended by the club officers due to unforeseeable events or academic difficulties. Temporary removal will consist of complete removal from the club for a time specified by the club officers (one semester is the recommended length of time). After this removal period the member may be reinstated into the club by the reinstating procedure described below.
 - iii) Permanent Removal - This is the most drastic step, which can be taken by the club officers and should be reserved for irresolvable problems. A member should be given one of the lesser penalties before permanent removal unless the club officers deem permanent removal appropriate. A member who has been permanently removed may in no way rejoin or be reinstated into the club.

- e) The club officers shall vote on the sanction to be taken against the member based on the following voting system:
 - i) President - 1 vote
 - ii) Vice-president - 1 vote
 - iii) Secretary - 1 vote
 - iv) Treasurer - 1 vote
 - v) Horse Care- 1 vote
 - vi) Special Events- 1 vote
 - f) If and only if a tiebreaker is necessary, the Men's and Women's team captains may discuss the issue and come up with a tiebreaker vote.
 - g) A majority vote is required for probation, temporary removal, or permanent removal.
 - h) The results of the club officers' decision will be made public at the next club function; however, the details of the decision process need not be disclosed.
- 2) Alcohol and Drug Use
- The Texas A&M Polo Club does not tolerate the consumption of alcohol and/or illegal drug use at any club function. Any club member who is found to be drinking alcohol and/or using illegal drugs at any Texas A&M Polo Club- sponsored or affiliated event or area (regardless of legal drinking age) at any time while a member of the club shall be a candidate for immediate and permanent removal from the club according to the processes described above.

Section F. Reinstatement of Membership

- 1) Any club member who is temporarily removed or quits the club may ask to be reinstated to the club. Reinstatement of a club or team member shall follow the guidelines described below:
 - a) The member seeking reinstatement shall notify the club officers of his/her intentions at a private meeting between the member and the club officers. The member seeking reinstatement shall present evidence that the circumstances leading to their removal have been overcome and he/she is now able to act in the club's best interest and can contribute to the club in a meaningful way.
 - b) The club officers shall privately discuss the reinstatement and consider the following options:
 - i) Full Reinstatement
 - ii) Reinstatement on probationary status (as described in the removal procedures).
 - iii) Denial of Reinstatement
 - c) The voting procedures described in the club member removal procedure shall be used for reinstatement. The decisions of the club officers shall be presented in the manner described in the removal procedure.
- 2) A club member may seek reinstatement one time only.

Article IV - Officers

Section A. Ranking of Officers

The ranking of the officers of this organization in order of precedence shall be President, Vice President, Treasurer, Secretary, Horse Care, and Special Events.

Section B. Officer Responsibilities and Requirements

The responsibilities and requirements of the officers are as follows:

1) General Responsibilities

The general responsibilities of all officers of this organization include:

- a) Signing up for a weekly feed time and feeding the horses correctly each week.
- b) Supervising riding, barn cleaning, and other club activities
- c) Attending weekly officer meetings
- d) Attending monthly officer meetings with the club advisor

2) Position Specific Responsibilities

Position specific responsibilities and position requirements are as follows:

a) President

- i) Will preside over all meetings and elections, maintain contact with University and RecSports administration, schedule all intercollegiate competitions (with team captains), oversee all trip requests, take care of post-game score sheets, manage all maintenance requests, oversee donation/selling of horses, coordinate club/team needs, and delegate appropriate responsibilities to other officers and/or club members.
- ii) Must be a member in good standing for at least 1 year prior to assuming office.
- iii) At least 1 semester prior officer experience is preferred.

b) Vice President

- i) Will secure use of a suitable facility for club chukkers once a week, set up chukkers/horse list for club members during club chukkers, arrange polo and/or riding clinics for members, arrange club competitions (at least 1 per year), assist other officers and perform other duties as delegated by the President.
- ii) Must be a member in good standing for at least 1 year prior to assuming office.
- iii) At least 1 semester prior officer experience is preferred.

c) Treasurer

- i) Will make every member aware of their financial commitments each semester for the entire amount of dues, collect all dues and dues contracts on specified dates and keep record of payment, maintain running ledgers of club's monetary activities, sign and turn in check requests and other account paperwork, keep all account records.

d) Secretary

- i) Will be responsible for filing/submitted/keeping records of all necessary club and team forms (AORs, drivers agreement forms, etc.), take notes at all officer meetings, fill out trip request forms, prepare all club flyers and paperwork as needed, keep all paperwork and records, maintain club social media and website, maintain alumni and donor contact info, write and send out thanks you notes for donations.

e) Horse Care

- i) Will be responsible for the care and maintenance of the horses, get weekly feed and horse supplies, keeping up with feed sheets, putting together a feed schedule during the semester and all breaks, schedule all horse appointments, coordinate selling of horses and horse donations, adjust horse care as needed (in agreement with the team captains), and be available or at least reachable by phone for any horse emergency.
- ii) Mandatory qualifications for this position:

- (1) Significant horse experience
- (2) Able to drive a tractor and a manual truck and trailer is required. An individual may enter this position without this ability, but must undergo training so that they can learn the required skills.
- (3) It is preferred that this officer already have experience in a position taking care of polo ponies or other performance horses.
- iii) There may also be a horse care assistant, selected by the Horse Care Officer and approved by a majority of the other officers, but they will have no vote
- f) Special Events
 - i) Will organize all fundraisers and club socials, get all merchandise donations, keep merchandise in good condition, regularly take inventory of merchandise, conduct letter campaigns, and create ads for all events.
 - ii) The special event officer may be filled by two individuals, but the position will receive only one vote.
 - (1) If the two officers cannot agree on a decision for a vote the deciding factor shall be a coin toss observed by at least one other officer

3) Academic Requirements

The officers of this organization must meet the following academic requirements:

- a) Have a minimum grade point ratio (GPR) and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
 - i) For undergraduate students, the minimum GPR is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
 - ii) For graduate level students the minimum GPR is 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- b) Be in good standing with the university enrolled:
 - i) at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and
 - ii) at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c) Any student will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section C. Removal of Officers

If any officer fails to carry out his or her duties in a manner deemed acceptable by the other officers or advisor, they will be a candidate for removal from their officer position. In the event that this occurs, the following procedures will be followed:

- 1) The other officers, and the advisor if deemed appropriate, must meet with the offending officer to discuss their unsatisfactory performance in their officer position.
- 2) The offending officer shall be given an opportunity to defend their actions and offer suggestions as to how they will improve their performance in their officer position.
- 3) The offending officer shall be given two weeks to demonstrate significant improvement in their position as determined by the other officers.
 - a) If the officer fails to show improvement in that two week period, the remaining officers shall again discuss the poor performance with the offending officer and may vote to remove the officer from their position.
 - i) A majority vote is needed to remove the officer.
 - b) If the officer does demonstrate significant improvement in the designated two week period, they must maintain the appropriate level of effort and commitment to their position for the duration of their term as officer.
 - i) If the officer's performance returns to an unsatisfactory level, the remaining officers shall again discuss the poor performance with the offending officer and may vote to remove the officer from their position.
- 4) In the event that an officer is removed from office or quits their position, the remaining officers shall confer with the club advisor and appoint a replacement to fill the position for the rest of the term.

Section D. Election of Officers

The officers of this organization shall be elected during April from the current active membership excluding members who will not be returning in the fall.

- 1) The election of officers shall follow these guidelines:
 - a) The president will explain the responsibilities of each position and the terms for replacement.
 - b) Any person wishing to run for office should notify the current president of their desire to run for officer and which position they wish to run for.
 - c) All qualified candidates should be present at the meeting designated for the elections and will be allowed to give a 1-2 minute speech detailing why they want to be an officer, their qualifications, and what they will bring to the position and the officer team.
 - d) One ballot shall be given to each active club member to fill out and return to the ballot box. Email ballots will be sent out to club email list so that club members unable to be present may still vote on the new officers. Members will be given 24 hours to cast their votes by email or on paper.
 - i) Each club member will have one vote for each position.
 - e) Electronic and paper ballots shall be collected and counted by the election officers.
 - i) The election officers will be
 - (1) Two current, graduating officers
 - (2) Two current officers not running for reelection
 - (3) Two responsible club members that will meet the general agreement of the club

- (4) Any combination thereof.
- f) The election officers will tally the results of the election in the presence of the advisor. They will be responsible for announcing the results and conducting runoff elections as needed.
 - i) If one name comes within two votes of another, a runoff election will be held using the election procedure described above.
- 2) Newly elected officers will be in training for the duration of the semester and will assume their office at the end of the spring semester.

Article V - Team Members

Section A. Team Member Responsibilities

Team member responsibilities are outlined in Article III Section B, Subsection 2b.

Section B. Team Member Selection

Selection of team members to represent Texas A&M Polo Teams will occur at the discretion of the committee described below.

- 1) Three men and a male alternate and three women and a female alternate will be chosen by a committee of the coach, a polo club representative and at least one impartial individual experienced in the field of polo to represent the school for the duration of the school year.
- 2) Teams shall be chosen based on both playing ability and leadership within the club.
- 3) Team members are expected to be highly involved in all club functions.
- 4) Being selected for the team one year does not guarantee that individual a spot on the team for following years.

Section C. Team Member Eligibility

The eligibility requirements for team members are the same as described in Article III Section A and additionally:

- 1) Team members must be in the undergraduate program.
- 2) Team members must be under the age of 25.
- 3) United States Polo Association only allows four years eligibility to each player. Therefore, if an individual has completed their fourth year, they are not eligible. They have five years to complete their four years of eligibility.

Section D. Team Captains

- 1) Selection of Team Captains
 - a) The team captains will be elected by a majority vote of the coach and respective team to represent the women's and men's teams in competition.
 - b) Team captains should be chosen on the basis of leadership ability within the team and a positive relationship with the polo community at large.
- 2) Responsibilities of the Team Captains
 - a) Captains are responsible for any paperwork required for their team such as USPA Intent to Compete forms and trip requests. They should also ensure that their team members have completed their required paperwork (AOR, dues contract, driver agreements, etc).

- b) Captains are responsible for communicating with the officer team and being the liaison between the officers and the team members.
 - c) Captains are responsible for scheduling their own competitions and tournaments, but must get approval from the officers before finalizing any travel or competition dates with other teams.
 - d) Captains will organize the strings of horses to be played as well as the playing positions of the teammates and the optional participation of the alternate.
 - e) If the team members are required to travel to another university to compete and the traveling uses University funding, officers and team captains should discuss any budget restrictions concerning the participation of the alternates at these games and the additional horse expenses with the Treasurer and Polo Club advisor.
 - f) The men's and women's team captains are encouraged to work together in completing the above tasks.
- 3) Removal of a Team Captain
- If a team is unhappy with their captain and wishes to select a new team captain, the following procedure should be followed:
- a) They shall arrange a meeting with all of the respective team members and the coach to discuss their unsatisfactory performance as team captain.
 - b) The captain shall be given an opportunity to defend their actions and offer suggestions as to how they will improve their performance as captain.
 - c) The captain shall be given two weeks to demonstrate significant improvement in their position as determined by their fellow team members and the coach.
 - i) If the captain fails to show improvement in that two week period, the remaining team members and coach shall again discuss the poor performance with the captain and may vote to remove the captain from their position.
 - (1) A majority vote is needed to remove the captain.
 - ii) If the captain does demonstrate significant improvement in the designated two week period, they must maintain the appropriate level of effort and commitment to their position for the duration of their term as officer.
 - d) If the captain's performance returns to an unsatisfactory level, the remaining team members and coach shall again discuss the poor performance with the captain and may vote to remove the captain from their position.
- 4) In the event that a team captain is removed from or quits their position, the remaining team members and coach shall confer with the club advisor and elect a replacement to fill the position for the rest of the term.

Section E. Team Member Removal

- 1) Any team member who does not meet the above eligibility requirements, does not meet the expectations stated in Article III Section 2 subsection b, or who has been reasonably deemed as disruptive, counterproductive, or nonchalant toward the club by any officer or a sizable number of members may be a candidate for the removal from the club. The removal proceedings are as follows:
 - a) The team member shall be notified discretely that he/she is to meet with the team coach and the respective team and one representative of the complaining party.

- b) The coach and team shall discuss with the member his/her conduct and suggest a course of action to return the member to good standing.
 - c) The member in question will be given an opportunity to address the team with his/her perspective before any vote is conducted.
 - d) The member will leave the room and the team and coach will privately discuss their views. If needed, the other team captain and/or the advisor may be called to give their opinions but cannot vote on the proceedings.
 - e) The team and coach will vote to either keep or remove the member from the club. The other team members and coach will have 1 vote each.
 - f) The result of the team's decision will be made public at the next club function; however, the details of the decision process need not be disclosed.
- 3) Alcohol and Drug Use
- The Texas A&M Polo Club does not tolerate the consumption of alcohol and/or illegal drug use at any club function. Any team member who is found to be drinking alcohol and/or using illegal drugs at any Texas A&M Polo Club- sponsored or affiliated event or area (regardless of legal drinking age) at any time while a member of the club shall be a candidate for immediate and permanent removal from the club according to the processes described above.

Section F. Team Member Reinstatement

- 1) The team member seeking reinstatement shall notify the respective team and coach of his/her intentions at a private meeting between the member and the team.
 - a) The member seeking reinstatement shall present evidence that the circumstances leading to their removal have been overcome and he/she is now able to act in the club's best interest and can contribute to the team in a meaningful way.
 - b) The other team members and coach shall privately discuss the reinstatement and consider the following options:
 - i) Full Reinstatement
 - ii) Denial of Reinstatement
 - c) The voting procedures described in the team member removal procedure shall be used for reinstatement. The decisions of the team shall be presented in the manner described in the removal procedure.
- 2) A team member may seek reinstatement one time only

Article VI – Coach

Section A. Role of the Coach in Sport Clubs

The Coach MUST understand their role within the club and agree to the following responsibilities according to the Sport Clubs Coaches Agreement:

- 1) The coach/instructor shall be aware of and follow all University and Departmental procedures relative to the sport club program.
- 2) Coaches must complete the coaches training session hosted by the sport clubs staff.
- 3) The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management. A sport club is first and foremost a student

organization. Therefore, matters involving the management of the club (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment) must be left to the student members. The student leaders, not the coach, must serve as the liaison between the sport club and the sport clubs staff.

- 4) Club business matters (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment) must be coordinated by the club members, with the coach/instructor serving in an advisory capacity. Club activities and events should not be left solely to the coach or single student leader.
- 5) Coaches and instructors should refrain from discussing sport club matters with anyone but the club and the sport club staff.
- 6) Sport Club coaches should always act in a professional and appropriate manner when around the student athletes. Coaches should restrict contact with club members to sport activities. Acting in an inappropriate way (ex –purchasing or drinking alcohol with student athletes, discrimination on/off the field, unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature in the sports setting or away from the field of play) will result in removal from the coaching position.
- 7) Participation in the sport clubs program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Where club scholarship funds have been established, a committee of club members, staff members, and former members/officers shall decide who will receive these rewards according to the written guidelines for that account.
- 8) Coaches and instructors should help ensure good sportsmanship at all times. Sport Club members represent Texas A&M University and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off-campus, contact with other teams and institutions, and interactions with event staff
- 9) Coaches should refrain from making appointments with the Executive Director of Recreational Sports, Intercollegiate Athletic Director, or any other person to discuss club business without informing a member of the Sport Clubs Staff.
- 10) The Department of Recreational Sports and Sport Clubs Staff has an obligation to protect the student members of the Sport Club Program. If, in the Sport Club Staff's opinion, the students are being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interest of the club, he/she will be released from their position within the club. If the coach violates any sport clubs or university rules, policies, or procedures, he/she may be released from their position with the club.
- 11) Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to the students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that coaches purchase liability insurance.
- 12) Coaches must be recommended by club members and must submit a new information form each academic year in order to coach. Continuation of coaching status is NOT automatic.
- 13) Coaches should recognize that Sport Clubs activities, club related operations items, and communication go through the Sport Clubs office to maintain consistency with information disseminated to all clubs. The Student officers work through the sport clubs office.

- 14) Coaches are not considered employees of Texas A&M University or the Department of Recreational Sports and are not covered under the University's insurance or workers' compensation program.
 - a) Coaches should carry their own health insurance coverage.
 - b) It is recommended that Sport Club coaches and instructors carry personal liability insurance coverage.
 - c) Any expenses the coach incurs as a Sport Club coach are not eligible for reimbursement through university funds.
 - d) The Department of Recreational Sports does not carry liability insurance or insurance for travel or accidental injury.
 - e) The Coach will not hold the Department of Recreational Sports or the staff liable for any injury
- 15) Any infraction of the policies and procedures of the University, Sport Clubs Program, or Department of Recreational Sports subjects the coach to dismissal as coach of the club.

Section B. Expectations of the Coach in the Polo Club

The Polo Club Coach is expected to:

- 1) Keep the best interest of the club, club members, and horses in mind at all times.
- 2) Attend all team practices and competitions and actively and productively coach the team.
- 3) Attend club practices to assist with instruction and ensure the club members are getting appropriate instruction from the team members.
- 4) Be actively involved with the care of the horses and stay updated about any changes in horse health, feeding, or exercise programs.
- 5) Assist the team and club in transporting the horses when needed.
- 6) Assist the team and club in operating the tractor when needed.
- 7) Assist with the upkeep and maintenance of the barn and other polo club facilities.
- 8) The Coach may give their input and suggestions to the team and officers, but must respect the decisions of the officers and team regarding the management and daily operation of the club.
- 9) According to Sport Clubs policy, the coach should respect and follow the policies and procedures of the University, Sport Clubs Program, or Department of Recreational Sports.

Section C. Dismissal of the Coach

- 1) Any infraction of the policies and procedures of the University, Sport Clubs Program, or Department of Recreational Sports subjects the coach to dismissal as coach of the club.
- 2) Failure to meet the above listed expectations of the Polo Club Coach subjects the coach to dismissal as coach of the polo club.
- 3) If the Coach is subject to dismissal, the officers and team captains should meet with the coach and club advisor to discuss how the situation can be remedied.
- 4) If the coach still fails to meet expectations, the officers and team captains should consult with the club advisor about which course of action they should pursue.

Article VII - Meetings

Section A. Officer Meetings

- 1) Regular meetings of the officers should be held once a week.
- 2) A quorum of four officers is required to conduct official business.

- 3) The team captains are invited and encouraged to attend weekly officer meetings.

Section B. Advisor Meetings

- 1) Officer meetings with the club advisor should be held once a month in accordance with Sport Clubs policy.
- 2) A quorum of four is required to conduct official business.

Section C. Club Meetings

- 1) Club meetings shall be held once a month.
- 2) A quorum of four officers is required to conduct official business.
- 3) During the meeting, officers should open the floor for club members to bring up any suggestions, questions, or concerns they may have regarding the club.

Section D. Team Meetings

- 1) Team meetings with the team members and officers should be held once a month.
- 2) A quorum of four is required to conduct official business.
- 3) During the meeting, officers should open the floor for team members to bring up any suggestions, questions, or concerns they may have regarding the club or team.
- 4) The coach may be asked to attend team meetings if desired by any team member or officer.

Section E. Special Meetings

- 1) Special meetings may be called by the President at any time.
- 2) A quorum of four is required to conduct official business.

Section F. Meeting Agenda

The agenda at regular meetings shall be as follows:

- 1) Review of previous meeting's minutes.
- 2) Old business of problems still to be finished.
- 3) New business.
- 4) Close of meeting.

Article VIII - Finances

Section A. Member Dues

Member dues shall be collected at the beginning of every semester as outlined in Article III Section C.

Section B. Banking

- 1) All monies belonging to this organization shall be deposited and disbursed through a bank account established at the Student Organization Finance Center and/or the Fiscal Office.
- 2) All funds must be deposited within 24 hours after collection.
- 3) The advisor to the organization must approve and sign each expenditure before payment.
(University Regulations, 69.1.3)

Article IX – Reviewing and Amending the Constitution

Section A. Amendments

This constitution may be amended at any time by a two-thirds majority vote of the officers and the approval of the club advisor, subject to review by the Department of Student Activities annually and/or when it is amended.

Section B. Regular Review of the Constitution

This constitution must be reviewed each April by incoming club officers and may be amended at the time of review.

Article X - Advisor Expectations

Section A. Advisor Role

- 1) The advisor must meet with the officers of the polo club for the purpose of discussing expectations for roles and responsibilities.
- 2) Additionally, the advisor should assist the polo club in developing realistic goals for the academic year.
- 3) It is understood that the advisor will facilitate opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, the advisor should participate in event planning and attend events when possible or when identified as necessary through the planning process.
- 4) He or she should be aware of club's financial status and of University Student Rules and other institutional guidelines that establish expectations for student behavior and activities.

Article XI – Horse Care and Horse Care Procedures

Section A. Parties Responsible for Horse Care

- 1) The Texas A&M Polo Club members are primarily responsible for the care and maintenance of the polo horses within the program.
- 2) A head horse care supervisor will be appointed by the Department of Rec Sports to oversee overall care of the horses and to ensure students are following proper procedures.
- 3) The Texas A&M Polo Club will appoint a Horse Care Officer that will be responsible for the care and maintenance of the horses, putting together a feed schedule during the semester and all breaks, getting weekly feed and horse supplies, keeping up with feed sheets, schedule all horse appointments, adjust horse care as needed (in agreement with the team captains), and be available or at least reachable by phone for any horse emergency.
 - a) Mandatory qualifications for this position include significant horse experience and the ability to drive a manual truck and trailer.
- 4) The Horse Care Officer will make all horse care decisions with and under the direction of the Head Horse Care Supervisor appointed by the Department of Rec Sports.

Section B. Feeding the Horses

- 1) During the school year, horses will be fed in the mornings and evenings each day.
 - a) The horses shall be fed according to the feed plan created by the Horse Care Officer.

- b) Feeders should consist of the officers, team members, and any interested and capable club members.
 - i) New club and team members must be paired with an experienced feeder before given the responsibility of feeding alone.
 - c) Feeders shall be assigned to a weekly time slot during which they will be responsible for feeding the horses.
 - d) Feeders should be sure to sign the feed binder when they come out to feed the horses so that the horse care officer can be sure the horses are being fed. Failure to do so may result in a fine of up to \$15.
- 2) During the Winter and Summer breaks the horses will be fed a minimum of once a day.
 - a) Feed times and frequency will vary depending on club member availability and horse location.
 - b) The horses shall be fed according to the feed plan created by the Horse Care Officer.
 - c) Feeders should consist of the officers, team members, and any interested and capable club members who are available to feed the horses during the break.
 - 3) Feeders are responsible for checking that horses have water in the trough and informing the Horse Care Officer when the club is running low on hay out in the pasture, bags of grain in the joe box, or other feed supplements.

Section C. Medical Care of the Horses

- 1) All horses must be provided with routine yearly medical care (vaccinations, deworming, dental work, etc).
- 2) If a horse is injured or ill, the Horse Care Officer and Horse Care Supervisor should be notified immediately.
- 3) The Horse Care Officer should examine any injured horse to determine the seriousness of the injury/illness and confer with the Horse Care Supervisor to determine what kind of medical attention the horse requires.
- 4) If the horse needs medical care that cannot be provided by the Horse Care Officer or Horse Care Supervisor, the club advisor should be notified and the horse must be taken to the Texas A&M Large Animal Hospital for treatment.
- 5) The Horse Care Officer is responsible for communicating with the veterinarians and should keep the Horse Care Supervisor, the other officers, and the club advisor informed about the horse's condition and prognosis.
- 6) The officers, Horse Care Supervisor, and advisor should discuss the cost of treating the horse and the horse's prognosis and quality of life before electing for any major diagnostics or therapies (MRI, surgery, euthanasia, etc.).

Section D. Summer or Winter Turnout

- 1) If desired, the club may find alternative locations to turnout the horses in the winter or summer.
 - a) Alternative locations/ turn out for horses during the summer and winter months must be inspected by the Animal Research Department (AgriLife Department).
 - b) The Animal Research Department must be notified of these locations before the months of October and April.
- 2) The advisor must also approve any alternative turnout locations and discuss the associated cost with the Officers.

Section E. Horse Abuse

- 1) Texas A&M Polo Club has a NO tolerance policy for horse abuse.
- 2) Officers will judge situations on a case by case basis.
- 3) Horse abuse includes but is not limited to:
 - a) Excessive or unnecessary spurring or whipping (more than 3x)
 - b) Running horses into walls/goals of the arena
 - c) Dangerously riding and riding off of other players that endangers the horse
 - d) Hitting horses with a mallet or foot mallet
 - e) Anything that could be deemed detrimental to the horse's health and well being.
- 4) Horse abuse will result in disciplinary actions including:
 - a) Club probation
 - b) No travel
 - c) No chukkers
 - d) No riding
 - e) Expulsion form the club without reimbursement of dues
- 5) Officers will discuss the infraction and vote on an agreed course of action

Section F. Acceptance of Horses

All horses entering the Texas A&M Polo Program must follow the following procedures.

- 1) Evaluation of Suitability.
 - a) Two current club officers or once club officer and a team captain must ride the prospective horse to establish its suitability for the team and a majority of the members of the club.
- 2) Veterinary Exam
 - a) If the horse is deemed suitable for the team and a majority of the club, the horse must pass a pre-purchase exam.
 - b) This exam should investigate any documented past injuries or illnesses and should include a thorough assessment of the horse's soundness which must include radiographs of the lower limbs.
- 3) Required Paperwork
 - a) If the horse passes the veterinary exam, the proper donation forms must be completed and processed by the Department of Recreational Sports.
 - b) Upon approval by the club advisor, the horse may be brought onto Texas A&M University Property.

Section G. Retiring Horses

A horse may be eligible for retirement from the Texas A&M Polo Program for a variety of reasons such as age, injury, or the inability to play at the Intercollegiate level. Horses should be retired according to the following procedures:

- 1) A majority of the officers and the team captains should agree that the horse is eligible for retirement.
- 2) The officers and team members will search for a suitable new home for the horse to be retired.

- a) If the horse is being retired for medical reasons, the prospective owners should be informed of any special care the horse will need.
- 3) Once a new owner is found, the Horse Care Officer should submit a letter of sale and the medical record of the horse to be retired to the club advisor.
- 4) Upon approval of the above paperwork, the adopter must pay a minimum \$100 adoption fee to the Department of Rec Sports.
- 5) Once this payment is received, the horse may be removed from Texas A&M Polo Club Property.
- 6) The Horse Care Officer is responsible for informing the Texas A&M Large Animal Hospital about the sale of the horse and completing the necessary paperwork to transfer ownership.

Article XII - United States Polo Association Tournament Conditions

The governing body for the Texas A & M Polo Club is the United States Polo Association.

- 1) General Tournament Conditions
 - a) All games played by teams to determine rankings in the tournaments shall be under the jurisdiction of the I/I Committee.
 - b) The official I/I season starts September 1st of the current year and ends at the date of the National Tournament of that academic year.
 - c) The I/I Committee shall establish a tournament entry fee schedule in addition to providing reimbursement of appropriate costs for participants of specific tournaments.
 - d) Any monies received to defray tournament expenses from USPA, member schools and clubs or any sponsor shall be allocated by the USPA I/I Committee in such a way that no individual or team is favored. Primary consideration in allocating such funds will be towards the expense of furnishing mounts for the event. In all cases the decision of the I/I Committee shall be final.
 - e) Ground fees may be charged in addition to tournament entry fees if necessary to provide adequate facilities for the event.
 - f) USPA Member Schools and clubs are required, when asked by the I/I Committee, NHTC, Program Director or Regional Chair, to supply horses to preliminary, regional and / or national tournaments.
 - g) Suppliers of horses to a tournament will be reimbursed for trucking at a rate of \$.35 per mile per horse, one way. In situations where horses are being trucked an extreme distance, a lower rate may be negotiated to keep costs in line with the budget.
 - h) Horses shipped that are determined by the Program Director, NHTC, or RHTC to be unsuitable for play will not be eligible for reimbursement.
 - i) Reasonable veterinary expenses will be reimbursed for injuries that occur during a tournament. This does not include injuries sustained in transit either to or from the tournament. This reimbursement is only for care given at the tournament site.
 - j) All teams entering a Preliminary or regional tournament shall submit a \$100 I/I Program Fee.
 - k) Teams not supplying horses to the preliminary/ regional tournament shall submit a \$600 tournament entry fee (payable to USPA). The tournament entry fee shall be waived for those teams supplying a full string (6-8 horses) to the preliminary/ regional tournament. Teams that supply less than a full string will be refunded on a pro-rated basis.
 - l) Teams entering a National I/I Tournament and not supplying horses shall be charged an additional \$400.00 entry fee (payable to the USPA) prior to the first game of the tournament.

- m) Individuals / Programs supplying horses to a preliminary, regional or national tournament that are not participating in the tournament, shall be reimbursed published shipping rates in addition to \$400 per string (6-8 horses). Less than a full string will be reimbursed on a pro-rated basis.
- n) Program and entry fees are due by February 1st or two weeks prior to the tournament, whichever comes first."

Taken from the USPA I/I Packet on Tournament Conditions

Article XIII – Tractor, Truck, and Trailer Policies

Section A. Truck and Trailer Operation

- 1) To operate any of the Polo Club Trucks you must be employed by Texas A&M and be approved by the advisor and a 2/3 majority of the officers.
 - a) Eligible drivers must go through training with at least two current approved drivers
 - b) Upon completion of training said person must be tested by two approved drivers and will be approved at their discretion
- 2) When operating the truck all speed limits and traffic laws must be followed
- 3) If in an accident an accident report must be filled out with Sport Clubs and Transportation Services and the driver is responsible for taking care of all resulting actions.
- 4) Officers obtain the right to refuse any person from operating the truck or trailer

Section B. Tractor Operation

- 1) No more than 5 individuals should be trained to use the tractor at a given time.
 - a) These individuals are to be selected from the Officers and Team members and must be approved by the advisor and a 2/3 majority vote of the officers.
- 2) Individuals wishing to operate the tractor must be trained by a representative from the University.
- 3) Training is to include correct operation of the tractor and all its attachments (drag and hay spike/bucket)
- 4) Individuals wishing to operate the tractor must be retrained on a yearly basis.