

# **Memorandum of Association of Cycle Polo Federation of India**

## **I. TITLE**

The Federation shall be called “**THE CYCLE POLO FEDERATION OF INDIA**”

## **II. REGISTERED OFFICE & JURISDICTION**

The registered office of the federation shall be in the city of Hyderabad and the jurisdiction of the federation shall extend to all the states and territories of the republic of India.

## **III. OBJECTS OF THE FEDERATION**

1. To promote and develop the game of Cycle Polo in India.
2. To maintain general control over the game of Cycle Polo in India, particularly with reference to the rules and regulation for the conduct of the game.
3. To seek such international and National affiliations which may be instrumental in the development of the game.
4. To encourage the promotion of state organisations for development of the game, and the affiliation to the Federation.
5. To co-ordinate under State Activities in respect of cycle polo, in all ways, including conducting inter-state tournaments and the National Cycle Polo Championships.
6. To secure participation in Olympic games and in other International contests.
7. To hold such International championship as approved by the Ministry of sports and Youth affairs, Sports Authority of India and the Indian Olympic Association.



8. To promote, control and if necessary, finance visits of foreign teams to India and Indian teams to foreign countries and
9. To take such steps, which may be conducive in general, to the fulfilment of the objects of the Federation.

#### **IV. RULES & REGULATION**

**The Membership of the Federation shall be open to**

1. The Cycle Polo Association of the States and the Union Territories of India.
2. Such other sports organization of All India Status, which are interested in Cycle Polo and are approved by the Federation will be given Associate Membership without voting rights.
3. The Federation will comply with the regulations of WADA / NADA in toto of the Ministry of Sports Government of India.

#### **V. SUBSCRIPTION**

1. Each Member Association shall pay to the Federation an annual subscription of Rs. 10,000/- in advance or a sum as decided by the Council of the Federation.
2. No member shall have the right to enjoy the privileges of membership of the Federation unless the subscription for the year and other dues, if any, have been paid to the federation. A member shall cease to be a member if the dues for the current year are not paid by 31<sup>st</sup> March.
3. The financial year of the Federation shall be from April 1<sup>st</sup> to 31<sup>st</sup> March.

#### **VI. GENERAL COUNCIL**

The supreme authority of the Federation shall rest in a council, which shall be composed of the President, Three Vice Presidents, One Hon. Gen. Secretary, Three Joint Secretaries, Treasurer and Ten (10)



executive members and two Representatives of the State and Union Territory member associations.

## **VII. POWERS & DUTIES OF THE GEN. COUNCIL**

1. To admit to membership of the Federation, State associations and Union Territories applying for the same, in accordance with the rules of the Federation.
2. To elect office bearers and other members to the Executive Committee of the Federation.
3. To appoint auditors and fix their remuneration.
4. To adopt the annual report of the Executive Committee
5. To adopt the audited statement of accounts.
6. To hold, control and administer the funds and properties of the Federation.
7. To make and amend the rules of the Federation as and when considered necessary.
8. To make bye-laws in accordance with the rules of the Federation.
9. To delegate its powers to the Executive Committee who might delegate the same to any subcommittee or an individual at its discretion.
10. To consider and decide matters not covered by the rules of the Federation.
11. To appoint a paid Assistant Secretary and other office staff if necessary.
12. To take such steps as may be necessary or expedient to carry into effect the objects of the Federation.
13. To consider any resolution whereof notice is given in writing to the Secretary by any member at least fifteen clear days before the date of the meeting.



14. To transact any other business, permitted by the President.

## VIII. EXECUTIVE COMMITTEE

- (a)
1. President
  2. Three Vice-Presidents - Administration and Discipline, Development, Finance.
  3. Hon Gen. Secretary
  4. Treasurer
  5. Three Jt. Secretaries
  6. Ten Executive Members.
- (b)
1. An office bearer of the Federation may hold office as such for one term of a 4 years, and may be eligible for re-election for a like term or period.
  2. No such office bearer shall hold office consecutively for more than two terms or 8 years.

PROVIDED THAT, in the event of election for the second term an office bearer who has completed one terms shall only be deemed to have been elected if he/she secured a majority, of not less than two third of the members of the Federation. In the event of failure to obtain such majority, the concerned office bearers shall be deemed to have lost the election. The office would therefore be filled by election under the normal procedure from amongst candidates other than the office bearers seeking re-election.

### Explanation :

For the purpose of this clause, the expression Office Bearers means:

- (a) President
- (b) Secretary
- (c) Treasurer



Provided that the provision of this clause shall not apply to the post Treasurer, if, he does not possess the right to vote in any of its meetings and his duties and responsibilities are confined only to the management of the finances of the Federation. However he shall not be eligible to seek election to the office of President or Secretary or Vice President after having held the office of the Treasurer consecutively for eight years till the expiry of a period of at least four year from the date on which he last vacated the office of the Treasurer.

#### **IX. POWER & DUTIES OF THE OFFICE BEARERS AND EXECUTIVE COMMITTEE**

**President** : The President shall be elected by the members of the Council. Ordinarily, he shall preside over all the meetings of the Council and the Executive Committee. In case of equality of votes he shall have a casting vote. if in the opinion of the President any emergency has arisen which requires an immediate action to be taken, he shall take such action as he deems necessary and shall confirm the same at the next meeting of the Council or the Executive Committee which ever in ordinary course would have dealt with the matter.

**Vice Presidents** :- The Vice Presidents shall be elected from amongst the members of the Council. In the absence of the President the Senior Vice President shall exercise all powers of the President.

**Hon.Gen.Secretary** : The Hon. General Secretary shall be elected by the Council. He shall be the Secretary of the Council, and the Executive Committee of the Federation. He shall carry on correspondence on behalf of the Federation and give effect to the resolution of the council and the Executive Committee. He shall issue notices of the meetings and recorded minutes of the same and shall be responsible for their maintenance.

**Joint Secretaries** : They shall assist the Hon. General Secretary and shall be responsible to do all work in absence of the Hon. General Secretary.



**Hon. Treasurer :-** He shall exercise general supervision over the funds of the Federation and advise the Council as regards financial policy. He shall receive all subscriptions and donations and keep a regular account of the receipts and disbursements. He shall be responsible for all the money received any the Federation from whatever source and shall issue receipts for the same on the official receipt form. He shall also submits to the Council at its Annual General Meeting a statement of Income and Expenditure and the Balance Sheet duly audited by the Chartered Accountant.

#### **X. ANNUAL GENERAL MEETING**

The annual general meeting of the Federation shall be held not later than 31<sup>st</sup> March each year, preferably during the National Cycle Polo Championship. The Secretary shall give not less than 15 days notice of the meeting to all members and shall circulate the notice with a copy of the agenda. The business to be transacted at the meeting shall include.

1. The adoption of annual report.
2. The adoption of the audited statement of accounts.
3. Election Executive Committee when due according to the constitution.
4. The appointment of auditors.

#### **XI. SPECIAL MEETINGS OF THE GENERAL COUNCIL**

1. Special meetings of the General Council may be called at any time by resolution of the Council or on requisition in writing from at least five member States or the President of the Federation in his own discretion. The Secretary shall give not less than 7 days notice of such meetings to all members and shall also circulate, with the notice, a copy of the agenda.
2. In case of an emergency, the President, in his own discretion may convene a meeting at shorter notice.



## **XII. QUORUM AT GENERAL COUNCIL MEETINGS**

1. At all meetings of the General Council, fourteen members, representing 7 (Seven) states present shall constitute a quorum. If at any time there is no quorum, the meeting may be adjourned to a date time and place, as decided by the members present. (No quorum shall be necessary for the adjourned meeting).
2. Except for want of quorum, no meeting of the council, once summoned, be postponed or cancelled.

## **XIII. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the president, Three Vice Presidents, the Hon. Gen. Secretary, Three Joint Secretaries, Hon. Treasurer and Ten (10) members elected by the General Council.
2. The Executive Committee shall exercise the following powers:-
  - (a) all the affairs of the Federation shall be conducted by the Executive Committee and it shall be the duty of the Executive Committee to see that the general provisions of the Constitution Regulations and Bye-laws of the Federation are complied with in all respects.
  - (b) The Executive committee shall sanction and control expenditure and shall, generally, supervise and conduct the business of the Federation.
  - (c) In case of casual vacancy for any office of the Federation the Executive Committee shall fill in the same for the remaining period.
  - (d) It shall open a bank account in the name of the Federation which shall be operated jointly by any two, President / Secretary / Treasurer of the Federation.



- (e) The quorum of the Executive Committee meetings shall consist of one third members of the existing Executive Committee.
- (f) The Executive Committee is competent to take disciplinary action against any members and have the right to suspend or to expel such defaulting member or members.
- (g) In the event of any executive member not attending 3 executive meetings continuously, he/she shall be cease to be the member of the Executive Committee.

#### **XIV. GENERAL**

- (a) Interpretation of Rules

At any meeting, the President shall have the sole right to interpret the rules or regulations of the federation and his decision shall be final.

- (b) Alteration of Rules

No alteration in the rules shall be made except passed at a general body meeting by a resolution carried by majority of at least two third of members present, which number shall not be less than one third of the total membership of thef.

- (c) In case the Federation is dissolved by any reason, all the assets shall be transferred to a sister Federation.
- (d) Any matter not covered by these rules shall be decided by the President.

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