CANADIAN PONY CLUB

Alberta South Region

Regional General Policies

Loyalty Character Sportsmanship

1. INTRODUCTION

1.1 Canadian Pony Club Inc. (CPC) has, for purposes of administering Pony Club activities, divided the country into geographical Regions.

1.2 One of the geographical Regions and a member of the Canadian Pony Club Inc. is Canadian Pony Club Alberta South Region (Region).

1.3 The bylaws of Canadian Pony Club Inc. and its policies contain various provisions relating to the operation of Regions, Regional Boards, Regional Committees and Branches, all of which are applicable within the Region. If there is a conflict between these policies and the bylaws or policies of Canadian Pony Club Inc., then the bylaws or policies of Canadian Pony Club Inc. shall supersede these policies.

1.4 Additionally, if there is a conflict between these Policies and the bylaws of the Region, then the bylaws of the Region shall supersede these Policies.

1.5 Definitions – The following terms have these meanings in these policies:

a) Annual Meeting – the annual Meeting of the Members of the Regional Corporation/Society;

b) Assistant District Commissioner (ADC) – assists the District Commissioner in running the Branch. Elected by the Branch registrants.

c) Board – the Board of Directors of the regional Corporation/Society;

d) Branch (Branch Member) – an organization (incorporated or otherwise) within the Canadian Pony Club Alberta South Region Corporation/Society's geographical jurisdiction that is recognized by the Corporation/Society to promote and implement the objectives of the Corporation/Society and the CPC within a geographical region defined by the Board of Directors of the Corporation/Society's and the CPC. The Branch is a member of the Corporation/Society.

e) Branch Chair – is the elected representative for an incorporated Branch.

f) Centre – a privately owned barn or stable that is within the Region's geographical jurisdiction, that is recognized by the Corporation/Society to promote and implement the objectives of the Corporation/Society and the CPC within the barn or stable, and that is licensed to provide programming developed by the CPC.

g) Corporation [or Society] – Canadian Pony Club Alberta South Region;

h) District Commissioner (DC) – is responsible for the oversight and management of the local Pony Club Branch. Elected by the Branch Registrants in an unincorporated Branch.

i) In Writing – shall include both hard copy and electronic communication in a form determined appropriate by the Board

j) Membership fees – A fee payable by the Branch Members of the Corporation/Society.

k) Participant – refers to all categories of individual members or Registrants as defined in the Bylaws of CPC who are subject to the Policies, Rules and Regulations of CPC, as well as all persons employed by, contracted by, or engaged in activities with, CPC including, but not limited to, employees, contractors, athletes, examiners, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, committee members, parents or guardians, spectators, or directors and officers

l) Regional Member Delegate (RMD) – The region's designated voting representative at the National AGM and SGM.

m) Regional Operating Committee (ROC) Delegate – The region's designated representative at Canadian Pony Club Regional Operating Committee meetings. Attends the Regional Committee as a non-voting member.

n) Registrant – an individual who has registered as a member of a Branch or Centre;

o) Regulations – the regulations made under the Provincial Not-for-Profit/Society Act, as amended, restated or in effect from time to time.

2. REGIONAL BOARD OF DIRECTORS

2.1 Per the Regional Bylaws of the Canadian Pony Club Alberta South Region, the management and administration of the Canadian Pony Club Alberta South Region shall be vested in the Region's Board of Directors, which shall have overall control and management of all matters falling under the jurisdiction of the Region.

2.2. The Branch Member Delegate for incorporated Branches or the DC or ADC in unincorporated Branches, being empowered to vote for the Regional Board of Directors, may not be a member of the Regional Board of Directors.

2.3 Stable owners, coaches and other equestrian professionals may be members of the Regional Board of Directors as long as any conflict of interest is declared in writing before the election to the Board, and the individual recuses themself from matters affected by the conflict of interest. The Branch Member Delegates may accept by ordinary resolution any board candidate with a declared conflict of interest.

2.4 Functions of the Board that may not be delegated are strategic planning and significant policy issues, changes to the Regional Committee's terms of reference, financial decisions exceeding certain limits, and approval of changes to the budget. At the Board's discretion, operational functions may be delegated.

2.5 Board members will have areas of responsibility, or portfolios, to ensure communication between the committees and the Board, ensuring regional goals and objectives are met.

2.6 The Board may establish an Executive Committee in accordance with the Region's Bylaws. The Executive Committee may assist in the efficient conduct of Board business where the size of the Board, the complexity of its operations, or the need for timely decision-making makes it impractical to convene the full Board. The Executive Committee shall operate only within the authority delegated to it by the Board and the Region's Bylaws and shall not exercise powers reserved exclusively to the Board.

2.7: Any delegated authority must be recorded in a Board resolution specifying its scope, spending limits, reporting requirements, and duration. Executive Committee decisions shall be reported to the full Board at its next meeting.

2.8: Directors shall disclose actual, potential, or perceived conflicts when they arise. The disclosure and resulting recusal, including non-participation in any related vote, shall be recorded in the minutes.

3. FINANCIAL

In addition to the financial requirements laid out in the Regional Bylaws, the following financial policies are in place:

3.1 Regional Branch and Registrant fees for the Region shall be established by the Regional Board of Directors no less than four months in advance of the start of the registration year. Branches may establish and collect additional fees at their own discretion.

3.2 Separate accounts for particular activities or events are not permitted unless an exemption is granted by the Board of Directors

3.3 Personal bank accounts are not to be used for Pony Club business.

3.4 The Board shall approve an annual budget and receive financial statements at regular Board meetings. Material variances shall be explained to the Board.

3.5 The Board shall establish and document signing authorities, payment approval procedures, reimbursement documentation requirements, and expenditure approval thresholds. No person shall approve reimbursement of their own expenses.

3.6 Event budgets, including anticipated surplus or deficit, shall be approved before the Region commits to significant expenditures. The Board shall determine how event surpluses and deficits are handled.

Additional policies are provided in a separate Regional Financial Policy document.

4. REGIONAL COMMITTEE

4.1 The purpose of the Regional Committee (RC) is to advise the Regional Board from a Branch perspective on educational programming, testing, competitions and other regional offerings and Branch concerns. The RC will share information about practices or tools that may benefit other Branches.

4.1.1 Prepare proposals for the Directors to consider (such as policy updates, rule changes, and nominations for non-voting Regional Committee roles)

4.1.2 Relay information from the Canadian Pony Club national organization to the Branches through the Regional Operating Committee delegate

4.1.3 Perform specific regional tasks such as testing, education and competition hosting

4.1.4 The Regional Committee acts in an advisory capacity to the Board except where the Board has expressly delegated authority by resolution.

4.2 Roles within the Regional Committee are:

4.2.1 The Regional Chair

4.2.2 Regional Operating Committee Delegate (Non-voting on the RC)

4.2.3 District Commissioner or other Branch Member Delegate (Voting on RC)

4.2.4 Assistant District Commissioner (Non-voting on the RC)

4.2.5 Centre Representatives, elected by the Centre members (Voting on the RC). Centres will be represented on the RC through a minimum of one Centre Representative, representing all Centres, up to a maximum of one representative per Centre.

4.2.6 Other non-voting roles carrying out the goals and objectives of the Canadian Pony Club, for example, Visiting Commissioners, Youth Representatives, Regional Testing Chair, Regional Education Chair, Discipline Chairs, Communication Representative, Membership Coordinator, Risk management Representative.

4.3 Regional Committee Voting Structure

4.3.1 Only the DCs (Branch chairs) and Centre Representatives or their alternates can vote on the Regional Committee. These representatives are elected by their individual Branches or Centres.

4.4 Meetings of the Regional Committee

4.4.1 The Regional Committee shall meet at least three times in each calendar year.

4.4.2 Forty (40) percent of the voting members of the Regional Committee present in person shall constitute a quorum for the transaction of business. When members are unable to be physically present, they may be considered present if they participate virtually by video or teleconference. The technology must enable members to hear the other member(s) not physically present and enable the member(s) not physically present to hear the committee discussion.

4.4.3 If the DC is not available, an alternate may attend the meetings as long as they are identified in writing to the Regional Committee Chair before the start of the meeting. Alternates must be Participants over 18 years of age. Alternates must recuse themselves from discussions where there is a conflict of interest.

4.5 Terms of Office for the Regional Committee

4.5.1 Other than Director positions, the Regional Board shall determine the length of term for any positions on the Regional Committee.

4.6 Voting at Regional Committee meetings

4.6.1 Every question shall be decided by a simple majority of the eligible voters who are present at the meeting in person.

5. BRANCHES

5.1 Branches are the grassroots clubs that deliver the Canadian Pony Club (CPC) programming to their registrants. Branches are considered members of the Regions, and while they remain in good standing with their Region and the CPC, they have the privilege to attend, participate, and vote at Regional Meetings of the Members and may use the programming offered by the Canadian Pony Club.

5.2 Branches will comply with the National Branch Recognition Policy and the Region's Branch Membership Policy.

6. MISCELLANEOUS

6.1 These Regional Policies may only be amended, revised, repealed or added to by:

a. Ordinary Resolution of the Regional Board. The Regional Board is strongly encouraged to call a meeting of the Members and discuss proposed amendments to these policies prior to amending these policies and follow the Members' recommendations or

b. By a Branch Member in the form of a Branch Member Proposal. Branch Member Proposals that amend the Policies will be submitted to the Branch Members at the meeting of Branch Members and the voting Branch Member Delegates may confirm or reject the Policy amendment by a majority vote. Branch member proposals will need to follow the procedures as outlined in the Regional Bylaws, art. 3.8 "New Business".

6.2 Any proposed changes to the Regional Bylaws and these Policies must be approved by the CPC Board before being adopted.

6.3 Bylaws and Policies must be in accordance with the National CPC bylaws, policies and procedures and provincial regulations.

6.4 All meetings of the Regional Board of Directors and other Regional Committees shall be conducted in accordance with Robert's Rules of Order when not in conflict with the Region's Bylaws and these Policies.

6.5 Approved policies, amendments, resolutions, and meeting minutes shall be retained in an official regional records repository with controlled access and version history.

Appendix A: Roles within the Region

All roles are required to operate within the guidelines set out by Canadian Pony Club, Inc., and applicable Regional Policies.

1. The Regional Operating Committee Delegate, who shall:
    i) Be appointed by the Regional Board to represent the Region at Regional Operating Committee (ROC) meetings.
    ii) Report to the Region on the Meetings of the ROC at the National Canadian Pony Club
2. The District Commissioner or Branch Chair from each Branch within the Canadian Pony Club Alberta South Region, who shall:
    i) represent their Branch on the Regional Committee
    ii) be responsible for their Branch's activities and participation in regional activities
    iii) prepare a report, an annual Branch Financial Statement and other documents as required by the Regional Board of Directors or the Canadian Pony Club.
    iv) Carry out duties in accordance with Regional and National policies.
3. The Assistant District Commissioner or Branch Vice Chair from each Branch within the Canadian Pony Club Alberta South Region, who shall:
    i) assist DC or Branch Chair in running the Branch
    ii) step in if DC or Branch chair is unable to perform duties
    iii) Perform other duties assigned by the District Commissioner or Board of Directors.
    iv) attend Regional Committee meetings on behalf of the Branch in a non-voting role
4. The Centre Representative will be elected by the registrants of the Approved Pony Club Riding Centres. There will be one representative in Canadian Pony Club Alberta South Region who shall
    i) represent the Centre Registrants on the Regional committee
    ii) be a volunteer parent / horsemaster in one of the approved Pony Club Riding Centres and will have no substantial interest in the operation of this commercial venue that has been approved as a pony club riding Centre
5. Visiting Commissioners, up to 4 in number, who shall:
    i) assist in the formation of new Branches
    ii) be capable and available as a resource to assist Branches in view of their extensive knowledge and experience in the Canadian Pony Club.
    iii) act as a liaison between Branches and the Regional Board of Directors and report to the Regional Board of Directors on activities.

6. Youth Representative(s) maximum of 4, each of whom shall be:
    i) be at least 14 years of age at the time of taking office, be a Canadian Pony Club, Inc. registrant of a Branch or Centre in Canadian Pony Club Alberta South Region and reside in the Canadian Pony Club Alberta South Region in the year they are elected and for the duration of their term
    ii) represent the views of registrants of the Region and provide a liaison between the Region and all registrants in the Region
7. Regional Testing Chair who shall:
    i) provide the opportunity for all qualified members to be tested at the appropriate level.
    ii) provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
    iii) maintain accurate and complete records of all test results.
    iv) prepare a report, a budget and an annual testing financial statement for the Regional Board of Directors.
    v) act as the liaison between the Regional Committee and the National organization to inform the Region and its Branches / Centres on communications coming from the national organization relating to testing and to inform the national testing chair about regional matters relating to testing
    vi) support the national testing chair in carrying out their duties
8. Regional Education Chair who shall:
    i) assist the Branches and members in preparing for upgrading their test levels by providing advice and/or providing access to educational materials.
    ii) provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
    iii) prepare a report, a budget and an annual education financial statement for the for the Regional Board
    iv) act as the liaison between the regional committee and the National organization to inform the region and its Branches / Centres on communications coming from the national organization relating to education and to inform the education testing chair about regional matters relating to education
    v) support the national education chair in carrying out their duties
9. Competitive Discipline Chairs – one each for the following activities may have a chair:
    Dressage
    Prince Phillip Games (PPG)

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Rally
Show Jumping
Tetrathlon
Quiz
Le Trec

Additional competitive disciplines may be added, depending on the Region's focus

Each of whom shall:

i) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Canadian Pony Club Alberta South Region (and assisting with Zone competitions) and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.

ii) be responsible for coordinating with the organizer and the Regional Board the selection process for members from the Canadian Pony Club Alberta South Region taking part in National and Zone activities relating to their respective discipline

iii) prepare a report and an annual discipline budget and financial statement for the Regional Board of Directors. Budgets must be prepared and approved before significant events are undertaken.

iv) act as the liaison between the regional committee and the National organization to inform the region and its Branches / Centres on communications coming from the national organization relating to their discipline and to inform the education testing chair about regional matters relating to their discipline.

v) support the national discipline chair in carrying out their duties

10. Communications Representative, who shall:

i) help to promote the interests of the Canadian Pony Club Alberta South Region through encouraging or assisting in having regional or Branch activities reported in local media.

ii) collect interesting regional and Branch information and/or photographs and use them to prepare at least three regional newsletters each year.

iii) assist Branches with local promotions or Branch newsletters.

iv) collect information as required to keep the regional and/or Branch web pages up to date

v) prepare an annual communications report for the Regional Board of Directors

11. Registration Coordinator who shall:

i) work with the National Registration system to keep track of all regional participant information and fees

ii) maintain accurate Regional participant records

iii) submit all participant information to the Region and Canadian Pony Club Inc. as required.

12. Risk Management Representative who shall:

i) work with Branches to maintain CPC standards and reduce risk to registrants.

ii) share knowledge and assist Branches in understanding their responsibilities including filing of accident/incident reports

iii) collect, collate and submit a report to the Regional Board and if required to the National Office

iv) assist the Regional Chair in sanctioning activities.

13. Gaming Chair who shall:

i) administer AGLC fundraising activities and the Gaming Account.

ii) ensure compliance with AGLC licensing, reporting, and recordkeeping requirements.

iii) maintain gaming records and ensure supporting documentation is accessible to the Board of Directors.

iv) provide gaming-related financial information and reports to the Board of Directors and Finance Chair.

v) assist with audits and financial reviews by providing requested records and information to the Board of Directors.

vi) advise Branches on fundraising activities and AGLC licensing requirements.

vii) report to and carry out duties under the direction of the Board of Directors.