

RULES and REGULATIONS
of the
CANADIAN PONY CLUB INC.
Central Ontario Region



Approved October 2010

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1.0 INTRODUCTION

- 1.1 Canadian Pony Club Inc. (hereinafter referred to as “Canadian Pony Club”) has, for purposes of administering Pony Club activities, divided the Country into geographical Regions.
- 1.2 One of the geographical Regions is Central Ontario Region. The boundaries of the Central Ontario Region shall be Highway 427, 27, 93, then northwesterly to the Ontario-Manitoba border on the west, Lake Ontario on the south, the western boundaries of Renfrew, Lanark and Lennox and Addington Counties on the east, and James Bay on the north.
- 1.3 The Central Ontario Region may not become incorporated.
- 1.4 The bylaws of Canadian Pony Club contain various provisions relating to the operation of Regions, Regional Committees, Branches and Branch Executive Committees, all of which are applicable within the Central Ontario Region and all of which are incorporated herein by reference. If there is a conflict between these Rules and Regulations and the bylaws of Canadian Pony Club Inc., then the bylaws of Canadian Pony Club Inc. shall supersede these Rules and Regulations.

2.0 CENTRAL ONTARIO REGION REGIONAL COMMITTEE

- 2.1 The management and administration of the Central Ontario Region shall be vested in the Central Ontario Region Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the Central Ontario Region.
- 2.2 The Regional Committee, in exercising control and management of the Central Ontario Region shall have the following powers:
 - 2.2.1 the power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 9.5
 - 2.2.2 the power to create or eliminate both positions (except those positions required by the CPC Bylaws) and subcommittees and to delegate to them such authority and responsibility as the Regional Committee deems appropriate;
 - 2.2.3 the power to create and enforce Regional Policies in keeping with Canadian Pony Club bylaws and policies.
- 2.3 The following positions, each of which shall carry one vote unless otherwise noted, constitute the Regional Committee and shall have the following duties:
 - 2.3.1 **Regional Chair**, who shall:
 - 2.3.1.1 oversee the administration of the Central Ontario Region
 - 2.3.1.2 preside at all Regional Committee and Executive Committee meetings
 - 2.3.1.3 be an ex-officio member of all committees formed by the Central Ontario Region
 - 2.3.1.4 represent the Central Ontario Region as required.
 - 2.3.2 **Regional Vice-chair**, who shall:
 - 2.3.2.1 act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair.
 - 2.3.2.2 assist the Chair in the performance of his or her duties as required.
 - 2.3.3 **Regional Assistant-chair**, who shall:
 - 2.3.3.1 act in absence of the Vice-chair as required and, in such, shall exercise all the powers and duties of the Vice-chair
 - 2.3.3.2 assist the Vice-chair in the performance of his or her duties as required.

NOTE: Both the northern and southern parts of the region must be represented by holding one of the positions of Regional Chair, Regional Vice-Chair or Regional Assistant-Chair. The northern part of the region includes North Bay and all Branches north of North Bay.

- 2.3.4 Secretary**, who shall:
- 2.3.4.1** give notice of all meetings of the Regional Committee and the Executive Committee.
 - 2.3.4.2** take minutes at all meetings of the Regional Committee and the Executive Committee.
 - 2.3.4.3** circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
 - 2.3.4.4** maintain appropriate minute books of the Central Ontario Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
- 2.3.5 Treasurer**, who shall:
- 2.3.5.1** be charged with all financial responsibilities of the Central Ontario Region
 - 2.3.5.2** be responsible for books of account to be maintained and available for inspection by members of the Region at such time and in such place as is reasonable
 - 2.3.5.3** ensure that such books of account are reviewed on a frequency and in a manner as may be required from time to time by the Region
 - 2.3.5.4** be responsible for filing a Financial Report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club by the next Annual General Meeting of Canadian Pony Club at the conclusion of the current calendar year.
- 2.3.6 Director**, who shall:
- 2.3.6.1** be the representative of the Central Ontario Region on the Board of directors of the Canadian Pony Club Inc. and be the main contact for liaison between the Board of Directors and the Central Ontario Region.
 - 2.3.6.2** report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club.
- 2.3.7 Deputy Director**, who shall:
- 2.3.7.1** work with the Director to maintain an up to date knowledge of current national issues
 - 2.3.7.2** immediately assume the position of Director if the Director for this region is not able to continue in his or her position for any reason.
 - 2.3.7.3** be the Regional Chair unless the Regional Chair holds the Director's position, in which case shall be the Regional Vice-Chair.
- 2.3.8 Visiting Commissioners**, up to eight in number, but no more than 40% (rounded up) of the number of active Branches, each of whom shall:
- 2.3.8.1** assist in the formation of new Branches and/or the wrap-up of inactive/suspended Branches.
 - 2.3.8.2** be capable and available as a resource to assist Branches in view of his or her knowledge and experience in the Canadian Pony Club.
 - 2.3.8.3** act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.
- 2.3.9 The District Commissioner** from each Branch within the Central Ontario Region, who shall:
- 2.3.9.1** represent his or her Branch on the Regional Committee
 - 2.3.9.2** be responsible for his or her Branch's activities.

- 2.3.10** The **Assistant District Commissioner** from each Branch within the Central Ontario Region, who shall represent his or her Branch on the Regional Committee. Assistant District Commissioners shall not be Voting Members of the Regional Committee except in the absence of the Branch District Commissioner, provided that the Regional Chair or the Regional Secretary or, in their absence, their delegate, must receive a properly completed Transfer of DC Rights form (Appended) at or before the meeting.
- 2.3.11 Branch Youth Representatives:** one from each Branch, each of whom shall:
- 2.3.11.1** be an Active Member, [elected by the Branch Youth Representatives \(as am. October 2010\)](#)
 - 2.3.11.2** be a Canadian Pony Club member of a Branch in Central Ontario Region in the year he or she is elected and for the duration of his or her term
 - 2.3.11.3** represent the views of Active and Affiliate Members of his or her Branch and provide a liaison between the Region and all Active and Affiliate Members in his or her Branch via the Regional Youth Representative
 - 2.3.11.4** not be Voting Members of the Regional Committee
- 2.3.12 Regional Youth Representatives, up to three in number, but no more than ten percent (rounded up) of the number of active Branches:** who shall:
- 2.3.12.1** be an Active Member, elected by the Branch Youth Representatives from among their number
 - 2.3.12.2** represent the views of the Active and Affiliate Members of the Region and provide a liaison between the Region and the Branch Youth Representatives
 - 2.3.12.3** be 18 years of age or older
 - 2.3.12.4** be a Voting Member of the Regional Committee
- 2.3.13 Regional Testing Chair** who shall:
- 2.3.13.1** provide the opportunity for all qualified members to be tested at the appropriate level.
 - 2.3.13.2** provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
 - 2.3.13.3** maintain accurate and complete records of all test results.
 - 2.3.13.4** represent the Central Ontario Region on the National Testing Committee of the Canadian Pony Club.
 - 2.3.13.5** prepare a report and an annual financial statement for the Regional Annual General Meeting.
- 2.3.14 Regional Education Chair** who shall:
- 2.3.14.1** assist the Branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
 - 2.3.14.2** provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
 - 2.3.14.3** represent the Central Ontario Region on the National Education Committee of the Canadian Pony Club.
 - 2.3.14.4** prepare a report and an annual financial statement for the Regional Annual General Meeting.
- 2.3.15 Competitive Discipline Chairs** – one each for the following activities:
- Dressage
 - Prince Philip Games (PPG)/Mounted Games
 - Quiz
 - Rally

Show Jumping
Tetrathlon

Each of whom shall:

2.3.15.1 be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Central Ontario Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.

2.3.15.2 be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the Central Ontario Region taking part in National and Zone activities relating to their respective discipline

2.3.15.3 represent the Central Ontario Region on the National Committee established for their respective discipline by Canadian Pony Club.

2.3.15.4 prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.16 Communications Chair, who shall:

2.3.16.1 help to promote the interests of the Central Ontario Region through encouraging or assisting in having regional or Branch activities reported in local media.

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

2.3.16.3 assist Branches with local promotions or Branch newsletters.

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

2.3.16.5 represent the Central Ontario Region on the National Communications Committee of the Canadian Pony Club.

2.3.16.6 prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.17 Membership Secretary, who shall:

2.3.17.1 collect all National and Regional membership information and fees

2.3.17.2 maintain accurate Regional membership records

2.3.17.3 forward fees and a copy of membership information to the Regional Treasurer

2.3.17.4 submit all membership information to Canadian Pony Club as required.

2.3.17.5 maintain the Regional contact list.

2.3.18 Ontario Equestrian Federation Association Representative, who shall represent Canadian Pony Club, along with representatives from the Western Ontario Region and the Saint Lawrence-Ottawa Valley Region, at meetings of the Provincial Sport Organization, and who shall participate in the preparation of the Region's grant application. The Ontario Equestrian Federation Association Representative shall not be a Voting Member of the Regional Committee.

2.3.19 Properties Representative, who shall store and care for all Regional properties, and ensure that they are made available for Regional competitions as appropriate, keep a record of each property and its state of repair, and recommend necessary repairs or replacements to the Regional Committee. The Properties Chair shall not be a Voting Member of the Regional Committee.

2.3.20 Assistant Chairs, as follows:

Communications
Dressage

Education
 Prince Philip Games (PPG)/Mounted Games
 Rally (D)
 Rally (Working)
 Show Jumping
 Testing (C/D)
 Tetrathlon

2.3.21 each of whom shall assist his or her respective Chair as required. Assistant Chairs shall not be Voting Members of the Regional Committee except in the absence of their respective Chairs, provided that the Regional Chair or the Regional Secretary or, in their absence, their delegate, must receive a properly completed Transfer of Voting Rights form (Appended) at or before the meeting.

2.4 a) Except for District Commissioners, Assistant District Commissioners, Branch Youth Representatives, and other members who are elected by their respective Branches or the Active Members at large, and Regional Active Member Representatives who shall be elected by the Branch Youth Representatives, Regional Committee members shall be elected by a simple majority vote of those present in person, by teleconference or by proxy at a Regional Annual General Meeting.

b) DC's, the Regional Active Member Representatives, and other members who are elected by their respective Branches or by the Active Members at large shall form a majority of the Voting Members of the Regional Committee.

c) District Commissioners and Assistant District Commissioners shall be elected by their individual Branches as per CPC Bylaws.

3.0 MEETINGS OF THE REGIONAL COMMITTEE

3.1 The Regional Committee shall meet at least six times in each calendar year at a location within the region as selected from time to time by the Regional Committee. One of these shall be the Annual General Meeting for which the main purpose shall be to hold elections and to receive annual reports.

3.2 A special meeting of the Regional Committee shall be called by the Chair or by the Secretary, on direction of the Chair, upon receipt of a written request signed by 20% of the voting members of the Regional Committee. Seven days written notice shall be given.

3.3 Notice of any regular meeting of the Regional Committee shall be sent by the Secretary by mail, telephone, e-mail or facsimile transfer, such that members of the Committee shall have no less than seven (7) days notice of such meetings.

3.4 Twenty percent of the Voting Members of the Regional Committee present in person or by teleconference call or by other electronic means shall constitute a quorum for the transaction of business at any meeting of the Regional Committee provided that at least two members of the Executive Committee must be present in person or by teleconference call or by other electronic means.

3.5 Proxies are permitted only at Regional Annual or Special General meetings and then only for voting in elections or on other important issues where advance notices of motions are given.

3.6 Unless a prior agreement is reached with the members of the Regional Executive Committee, each member of the Regional Committee who is elected as per section 2.4a may by ordinary motion at a Regional Committee meeting be declared to have resigned if they do not attend a minimum of 50 percent of Regional Committee meetings during any period of 6 or more consecutive months, or if they fail to attend three consecutive meetings.

4.0 TERMS OF OFFICE

- 4.1** Under the Bylaws of the Canadian Pony Club, the terms of office for the Director, the Regional Chair, and all District Commissioners are two years. The terms for all other offices shall be one year.
- 4.2** With the exception of the Director, whose term, as per Canadian Pony Club bylaws, shall run on the calendar year, all terms of office shall run from one Regional Annual General Meeting to the next or second AGM as dictated by the number of years of a "term".
- 4.3** Any vacancy occurring during the term of office for any position which is filled under section 2.4a may be filled at any subsequent Regional Committee meeting by an election with the remaining members of the Regional Committee voting, provided it is so stated in the next meeting's notice.
- 4.4** Any vacancy occurring during the term of office for any position which is filled under section 2.4c may be filled at any time by the Regional Executive Committee or Branch Executive Committee as specified in the Canadian Pony Club Bylaws.
- 4.5** When any vacancy is filled during a term of office, the new incumbent shall complete the original term of office with all the powers and privileges of the position. A new election must be held at the end of the original term of office.

5.0 VOTING AT REGIONAL COMMITTEE MEETINGS

- 5.1** Except as otherwise noted in these Rules and Regulations, every question shall be decided by a simple majority of the eligible Voting Members who are present at the meeting in person or by teleconference call or by other electronic means or by proxy (proxy for annual or special meetings only).
- 5.2** Each current Voting Member of the Regional Committee, excluding the Chair and who is 18 years of age or older, shall be entitled to one vote at Regional Committee meetings even if they hold multiple positions within the organization. The Chair shall have a vote in the event of a tie. If the District Commissioner of a Branch cannot attend a meeting of the Regional Committee, he/she may delegate the Assistant District Commissioner of the Branch to cast his/her vote, provided that a properly completed Transfer of DC Rights form (appended) has been received by the Regional Chair or the Regional Secretary or, in their absence, their delegate, at or before the meeting. The same provision applies to voting Chairs and their Assistants.
- 5.3** Each current Voting Member who is 18 years of age or older, including the Chair, shall have one vote at Regional Elections. In the event of a tie the Chair shall not have a tie-breaking vote. The candidate with the lowest number of votes will be dropped and voting shall be repeated until elections are concluded by a majority vote. Voting shall be conducted using a written ballot.

6.0 CENTRAL ONTARIO REGION EXECUTIVE COMMITTEE

- 6.1** The Central Ontario Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary and Treasurer. Should the offices of Regional Chair and National Director, and/or Vice Chair and Deputy Director, be held by one person, the Executive Committee may expand itself by selecting a maximum of three additional persons from among the voting members of the Regional Committee.
- 6.2** The Executive Committee shall perform management and administrative functions between meetings of the Regional Committee following the directions of the Regional Committee and Canadian Pony Club. The Executive Committee shall not establish

policies or operate outside of the financial constraints determined by the budgets approved by the Regional Committee.

- 6.3** The Executive Committee shall meet at least twice in each calendar year. Meetings shall be called in the same manner provided for Regional Committee meetings and at such places within the Region as may be determined by the Executive Committee.
- 6.4** Each member of the Executive Committee who is at least 18 years of age, shall be entitled to one vote at meetings of the Executive Committee where they are in attendance in person or by teleconference call or by other electronic means.
- 6.5** Three voting members of the Executive Committee present in person or by teleconference call or by other electronic means shall constitute a quorum.
- 6.6** Unless a prior agreement is reached with the members of the Executive Committee, each member of the Executive Committee may by ordinary motion at a Regional Committee meeting be declared to have resigned if they do not attend a minimum of 50 percent of Executive Committee meetings during any period of 6 or more consecutive months, or if they fail to attend three consecutive meetings.

7.0 FINANCIAL

- 7.1** The fiscal year of the Central Ontario Region shall be from November 1 to October 31.
- 7.2** Regional Membership fees for the Central Ontario Region shall be established by the Regional Committee each September for the following year. Branches may establish and collect additional fees at their own discretion.
- 7.3** The Regional Committee shall collect from individuals, via the Branches, the appropriate National and Regional fees due and payable in each year and shall remit all National fees to the CPC Treasurer. All National, Regional, and Branch annual fees must be paid before a person may be registered as a member of the Canadian Pony Club. The Regional Committee shall collect directly from Regional Associate Members no longer associated with any Branch the appropriate Regional fees due and payable in each year.
- 7.4** Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the Central Ontario Region may not borrow or raise money by loan at any time
- 7.5** No member of the Regional Committee, the Regional Executive Committee, or a Branch Executive Committee shall receive remuneration for services. Reimbursement for reasonable out of pocket expenses incurred in the performance of duties or functions may be allowed, upon presentation of receipts, at the discretion of the Committee involved/the Regional Committee.
- 7.6** The financial accounts of Central Ontario Region shall be reviewed annually. A statement for review shall be presented within three months of the fiscal year-end. Arrangements for such financial review shall be set at the Annual General meeting.
- 7.7** Separate accounts for particular activities or events are strongly discouraged. Separate activity accounts must be pre-approved annually by the Regional or Executive Committee. When such accounts are permitted:
 - 7.7.1** The person controlling the account must when requested make a complete report to the Regional Treasurer which includes all information requested by the treasurer
 - 7.7.2** The Regional Treasurer must have signing authority for all bank accounts so that accounts may be verified.
 - 7.7.3** Any cheque payable to the holder of the account or a member of his/her family

shall require 2 signatures or shall be signed by the Regional Treasurer.

7.7.4 Any cheque exceeding \$500 must have 2 signatures or be signed by the Regional Treasurer.

7.7.5 No two members of the same family may have signing authority on the same account.

8.0 BRANCHES

8.1 Branch fiscal years shall be either January 1 to December 31 or November 1 to October 31.

8.2 Branch and OEF renewal memberships for the following year are due to the Regional Membership Chair no later than the Central Ontario Region Annual General Meeting. Branches filing their memberships between the Annual General Meeting and December 31 will be assessed a penalty of \$50.00. Those Branches will also be given a formal notice by telephone or in person that failure to file their memberships, Annual Branch Reports and the Annual Branch Financial Reports by December 31 shall result in an automatic suspension, this paragraph of the Central Ontario Regional Rules and Regulations serving as a written warning. A Branch of the Pony Club which has been suspended shall not take part in any Pony Club activities nor shall the members of its Branch Executive Committee be entitled to a vote at Regional meetings or general meetings of the Pony Club. Once the appropriate documents and payments have been received by the Region, including the \$50.00 penalty noted above, a suspended Branch may apply for reinstatement. Branches whose fees and documentation have not been received by March 1 shall be subject to further action, to be determined by the Regional Executive.

8.3 Minutes of Branch meetings are due to the Regional Chair within two weeks of the meeting.

8.4 If a Branch becomes "Inactive" or is "Disbanding" the following applies:

8.4.1 The Regional Committee has the right to declare a Branch "Inactive" by virtue of having no members in a given year. A Branch has the right to request that it be declared inactive in anticipation that it will start up again. An inventory of assets and funds shall be delivered to the Central Ontario Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.

8.4.2 The Regional Committee has the right to declare an Inactive Branch "Disbanded" if it has been inactive for 2 years. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to Central Ontario Region within six months. Branches have the right to request disbanded status from the Region. Branches wishing to do so must forward all Branch assets to the Region.

8.4.3 All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six months.

8.5 The Central Ontario Region shall encourage the formation of Branches. Those wishing to form a new Branch shall apply to the Regional Committee, and the decision as to whether to accept the application shall be based on:

8.5.1 input from nearby Branches.

8.5.2 input from a Visiting Commissioner concerning the viability of the potential Branch Executive, and an adequate number of Active Members to sustain the Branch.

8.5.3 Other criteria which may be established by the Regional Committee from time to time.

8.5.4 The Canadian Pony Club shall have final approval of the Branch name.

9.0 MISCELLANEOUS

9.1 The Central Ontario Region shall be represented at Canadian Pony Club National Annual General or Special General Meetings by one or more "Corporate Members".

- 9.2** In addition to the Director's vote, the Corporate Members from the Central Ontario Region will be entitled to cast a total of one vote for each 25 Active Members who were registered in this Region as of the Dec 31 prior to the meeting.
- 9.3** In most cases, the Director, who is a Corporate member, will be the only person from this Region who will be attending the National meeting and he or she shall carry all of the votes to which the Central Ontario Region is entitled.
- 9.4** If for any reason the Regional Committee prefers to have the votes carried by one or more other persons, the Regional Committee may elect additional Corporate Members and assign each of them any portion of the votes to which the Central Ontario Region is entitled.
- 9.5** The Rules and Regulations of the Central Ontario Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than twenty-one days notice specifying the intention has been given. The resolution must be passed by not less than two-thirds of the members present in person or by teleconference call or by other electronic means at a meeting of the Regional Committee. Any changes to the Rules and Regulations shall not be acted upon until approved by the Board of Directors of the Canadian Pony Club.
- 9.6** All meetings of the Regional Committee and the Executive Committee shall be conducted in accordance with "Call to Order – Meeting Rules and Procedures for Non-Profit Organizations" when not in conflict with these Rules and Regulations.

**THE CANADIAN PONY CLUB –CENTRAL ONTARIO REGION
TRANSFER OF VOTING RIGHTS
VALID ONLY FOR TRANSFER FROM A DC TO AN ADC**

The undersigned District Commissioner of the Central Ontario Regional Committee hereby nominates, constitutes and appoints _____ who is the Assistant District Commissioner of this Branch, as a substitute for the undersigned to attend the meeting of the Central Ontario Regional Committee Meeting or to be held at _____ on the _____ day of _____, 20____, and to vote or otherwise act thereat for and on behalf of and in the name of the undersigned, in respect of all matters that may come before the Meeting in the same manner as the undersigned could do if personally present thereat.

Dated this _____ day of _____.

Signature _____

Name _____

Position District Commissioner

Branch _____

**THE CANADIAN PONY CLUB –CENTRAL ONTARIO REGION
TRANSFER OF VOTING RIGHTS
VALID ONLY FOR TRANSFER FROM A CHAIR TO AN ASSISTANT CHAIR**

The undersigned, _____ Chair of the
Central Ontario Regional Committee hereby nominates, constitutes and appoints
_____ who is the Assistant Chair, as a substitute
for the undersigned to attend the meeting of the Central Ontario Regional Committee
Meeting or to be held at _____ on
the _____ day of _____ 20____, and to vote or otherwise act thereat for
and on behalf of and in the name of the undersigned, in respect of all matters that may
come before the Meeting in the same manner as the undersigned could do if personally
present thereat.

Dated this _____ day of _____, 20____

Signature _____

Name _____

Position _____