

RULES and REGULATIONS
of the
CANADIAN PONY CLUB INC.
WESTERN ONTARIO REGION



2003

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1.0 INTRODUCTION

- 1.1 Canadian Pony Club Inc. has, for purposes of administering Pony Club activities, divided the Country into geographical Regions.
- 1.2 One of the geographical Regions is the Western Ontario Region which constitutes all of the southwestern portion of Ontario lying west of a line drawn along highways 427, 27, and 93 from the western edge of Toronto north to Penetanguishene.
- 1.3 The Western Ontario Region may not become incorporated.
- 1.4 The bylaws of Canadian Pony Club Inc. contain various provisions relating to the operation of Regions, Regional Committees, Branches and Branch Executive Committees, all of which are applicable within the Western 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 WESTERN ONTARIO REGION REGIONAL COMMITTEE

- 2.1 The management and administration of the Western Ontario Region shall be vested in the Western Ontario Region Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the Western Ontario Region.
- 2.2 The Regional Committee, in exercising control and management of the Western Ontario Region shall have the following powers:
 - a) the power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 9.5
 - b) 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;
 - c) the power to create and enforce Regional Policies in keeping with Canadian Pony Club Inc. bylaws and policies.
- 2.3 The following positions constitute the Regional Committee and shall have the following duties:
 - 2.3.1 **Regional Chair**, who shall:
 - i) oversee the administration of the Western Ontario Region
 - ii) preside at all Regional Committee and Executive Committee meetings
 - iii) be an ex-officio member of all committees formed by the Western Ontario Region
 - iv) represent the Western Ontario Region as required.
 - 2.3.2 **Regional Vice-chair**, who shall:
 - i) act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair
 - ii) assist the chair in the performance of his or her duties as required.
 - 2.3.3 **Secretary**, who shall:
 - i) give notice of all meetings of the Regional Committee and the Executive Committee
 - ii) take minutes at all meetings of the Regional Committee and the Executive Committee
 - iii) circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
 - iv) maintain appropriate minute books of the Western Ontario Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.

2.3.4 Treasurer, who shall:

- i) be charged with all financial responsibilities of the Western Ontario Region
- ii) 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
- iii) 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
- iv) 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.

2.3.5 Director, who shall:

- i) Be the representative of the Western 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 Western Ontario Region.
- ii) report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club Inc.

2.3.6 Deputy Director, who shall:

- i) work with the Director to maintain an up to date knowledge of current national issues
- ii) immediately assume the position of Director if the Director for this region is not able to continue in their position for any reason.

2.3.7 Visiting Commissioners, up to 2 in number, each of whom shall:

- i) assist in the formation of new branches
- ii) be capable and available as a resource to assist Branches in view of his or her knowledge and experience in the Canadian Pony Club Inc.
- iii) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.
- iv) if requested by the Regional Chair or Regional Committee have the authority to attend all meetings of any Branch or Branch Executive Committee in the Western Ontario Region and have access to all Branch records of all kinds.

2.3.8 The District Commissioner from each Branch within the Western Ontario Region, who shall:

- i) represent his or her branch on the Regional Committee
- ii) be responsible for his or her branch's activities.

2.3.9 The Assistant District Commissioner from each Branch within the Western Ontario Region, who shall:

- i) represent his or her branch on the Regional Committee
- ii) act in absence of the District Commissioner as required and, in such, shall exercise all the powers and duties of the District Commissioner
- iii) meet all of the requirements for being a District Commissioner as specified in the National Bylaws or these Rules and Regulations.

2.3.10 Youth Representatives (2), each of whom shall:

- i) be at least 18 years of age at the time of taking office, be a Canadian Pony Club, Inc. member of a Branch in Western Ontario Region and reside in the Western Ontario Region in the year he or she is elected and for the duration of his or her term
- ii) represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region

- 2.3.11 Regional Testing Chairs**(2), one in charge of D through C1 testing and the other in charge of C2 through A testing, each of whom 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 for the Regional Annual General Meeting.

The Testing Chair for C2 through A testing shall represent the Western Ontario Region on the National Testing Committee of the Canadian Pony Club, Inc.

- 2.3.12 Regional Education Chair** who shall:
- i) assist the branches and members to prepare 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) represent the Western Ontario Region on the National Education Committee of the Canadian Pony Club, Inc.
 - iv) prepare a report for the Regional Annual General Meeting.

- 2.3.13 Competitive Discipline Chairs** –one each for the following activities

Dressage
 Prince Phillip Games (PPG)
 A/B/C Rally
 D Rally
 Show Jumping
 Tetrathlon
 Quiz

Each of whom shall:

- i) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Western Ontario Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.
- ii) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, Inc., the selection process for members from the Western Ontario Region taking part in National activities relating to their respective discipline
- iii) except for D Rally and Quiz Chairs, represent the Western Ontario Region on the National Committee established for their respective discipline by Canadian Pony Club, Inc. The A/B/C Rally Chair shall represent the Western Ontario Region on the National Rally Committee. There is no separate National Committee for Quiz.
- iv) prepare a report for the Regional Annual General Meeting.

- 2.3.14 Competitive Discipline Assistants** –one each for the following activities

Dressage
 Prince Phillip Games (PPG)
 A/B/C Rally
 D Rally
 Show Jumping
 Tetrathlon
 Quiz

Each of whom shall assist the Chair in their discipline as required.

The Competitive Discipline Assistant positions shall the first positions to be left vacant if required to maintain a majority of Branch representation on the Regional Committee.

2.3.15 Communications Chair, who shall:

- i) help to promote the interests of the Western Ontario 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
- iii) represent the Western Ontario Region on the National Communications Committee of the Canadian Pony Club, Inc.
- iv) prepare a report for the Regional Annual General Meeting.

2.3.16 Ontario Equestrian Federation Representative, who shall:

- i) represent and help to promote the interests of the Western Ontario Region at meetings of the OEF.
- ii) report to the Regional Committee on items of interest from OEF.
- iii) coordinate the submission to OEF of annual grant applications.

2.3.17 Membership Secretary, who shall:

- i) coordinate the collection of all National and Regional membership information and fees
- ii) maintain accurate Regional membership records
- iii) submit all membership information to Canadian Pony Club Inc. as required.

- 2.4**
- a) Except for District Commissioners, Assistant District Commissioners, Youth Representatives, and other members who are elected by their respective branches or the active members at large, Regional Committee members shall be elected by a simple majority vote of those present in person at a Regional Annual General Meeting.
 - b) DC's, ADC's Youth Representatives, and other members who are elected by their respective branches or by the Active Members at large shall form a majority of the members of the Regional Committee.
 - c) District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per CPC Bylaws.
 - d) Youth Representatives, shall be elected by all active members in good standing. Candidates' resumes shall be circulated to each Branch, and voting shall be conducted by each Branch District Commissioner, who shall forward results to the Regional Committee.

3.0 MEETINGS OF THE REGIONAL COMMITTEE

- 3.1** The Regional Committee shall meet at least ten times in each calendar year at a location within the region as selected from time to time by the Regional Committee. The November meeting 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 one-third of the 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 to each member of the Regional Committee not less than two weeks prior to the meeting.

- 3.4 Thirty three percent of the members of the Regional Committee present in person constitute a quorum for the transaction of business at any meeting of the Regional Committee provided that at least 10 persons must be present in person.
- 3.5 Proxies are permitted only at Regional Special General meetings and then only for voting on important issues such as a vote on removal from office where advance notices of motions are given.
- 3.6 Unless a prior agreement is reached with the members of the Regional 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 4 or more consecutive months.
- 3.7 Any Active Member or Branch Associate Member from any Branch shall have a right to attend Regional Committee meetings in order to speak on a specific subject by prior arrangement with the Regional Chair. The Chair must allow all reasonable access but must control the number of such arrangements so as to prevent undue interference with the operation of the Region.
- 3.8 Active Members or Branch Associate members from any Branch may attend Regional Committee meetings as observers provided that the meeting Chair may excuse them if there is not adequate space or if non-public matters such as discussions of disciplinary action for a member are dealt with at the meeting. Such visitors may be allowed to speak at the option of the meeting Chair.
- 3.9 Meetings of the Regional Executive and other Regional Committees are normally restricted to committee members only. Visitors may attend as observers or to speak only at the request of the meeting Chair.

4.0 TERMS OF OFFICE

- 4.1 Under the Bylaws of the Canadian Pony Club Inc., the terms of office for the Director, the Regional Chair, and all District Commissioners is 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, Inc. bylaws, shall run on the calendar year, all terms of office shall run from one Regional Annual General Meeting to the next, second or third 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 or 2.4d may be filled at any time by the persons who elected the original office holder.
- 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 voters who are present at the meeting in person.
- 5.2** Each current 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.
- 5.3** Each current 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 secret ballot.

6.0 WESTERN ONTARIO REGION EXECUTIVE COMMITTEE

- 6.1** The Western Ontario Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary, and Treasurer.
- 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 Inc. 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 the call of the Regional Chair or any 3 members of the Regional Executive Committee at such places within the Region as may be determined by the Executive Committee.
- 6.4** Each member of the Executive Committee including the Chair, shall be entitled to one vote at meetings of the Executive Committee where they are in attendance.
- 6.6** Fifty percent of the members of the Executive Committee present in person 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 4 or more consecutive months.

7.0 FINANCIAL

- 7.1** The fiscal year of the Western Ontario Region shall be from January 1 to December 31.
- 7.2** Regional Membership fees for the Western Ontario Region shall be established by the Regional Committee prior to September 1 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.

- 7.4 Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the Western 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.
- 7.6 The financial accounts of Western 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 not permitted.

8.0 BRANCHES

- 8.1 Branch fiscal years shall be January 1 to December 31.
- 8.2 Annual Branch Reports and the Annual Branch Financial Reports are to be filed to the Region within sixty days of December 31 of each year.
- 8.3 If a branch becomes "Inactive" or is "Disbanding" the following applies:
- 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 Western Ontario Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
 - 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 Western 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.
 - All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six months.
- 8.4 The Western Ontario Region shall encourage the formation of Branches with a minimum of five Active members. The Canadian Pony Club Inc. shall have final approval of the Branch name.

9.0 MISCELLANEOUS

- 9.1 The Western Ontario Region shall be represented at Canadian Pony Club Inc. National Annual or Special Meetings by one or more "Corporate Members".
- 9.2 In addition to the Director's vote, the Corporate Members from the Western 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 Western 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 Western Ontario Region is entitled.
- 9.5** The Rules and Regulations of the Western Ontario Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than two weeks notice specifying the intention has been given. The resolution must be passed by not less than two-thirds of the members present in person 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 Inc.
- 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