

RULES and REGULATIONS
of the
CANADIAN PONY CLUB INC.
Alberta South Region
September, 2004

Approved Sept 15, 2004

**RULES and REGULATIONS of the
CANADIAN PONY CLUB INC. Alberta South Region**

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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 the Alberta South Region (“ABS”). The boundary of the region is currently an East/West division across the province, through Didsbury on the North, to the national boundary in the South and the provincial boundary in the East, and includes the Columbia Valley in British Columbia in the West.
- 1.3 The Alberta South 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 Alberta South 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, then the bylaws of Canadian Pony Club shall supersede these Rules and Regulations.

2.0 ALBERTA SOUTH REGIONAL COMMITTEE

- 2.1 The management and administration of the Alberta South Region shall be vested in the Alberta South Region Regional Committee (hereinafter referred to as “the Regional Committee”), which shall have overall control and management of all matters falling under the jurisdiction of Alberta South Region.
- 2.2 The Regional Committee, in exercising control and management of Alberta South Region shall have the following powers:
 - i) the power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 9.5.
 - ii) 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;
 - iii) the power to create and enforce Regional Policies in keeping with Canadian Pony Club 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 Alberta South Region.
- ii) preside at all Regional Committee and Executive Committee meetings.
- iii) be an ex-officio member of all committees formed by the Alberta South Region.
- iv) act as the AEF representative as required, disseminate and collect AEF information.
- v) represent the Alberta South 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 Alberta South 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 Alberta South 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.
- v) have the authority to delegate or hire such assistance as is necessary to fulfill his or her duties, provided that such delegation is approved beforehand by the Regional Committee.
- vi) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.5 Director, who shall:

- i) be the representative of the Alberta South Region on the Board of directors of the Canadian Pony Club and be the main contact for liaison between the Board of Directors and the Alberta South Region
- ii) report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club.
- iii) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.6 Deputy Director, who shall normally be the Regional Chair, 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.
- iii) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.7 Visiting Commissioners, up to 6 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.
- iii) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.
- iv) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.8 The District Commissioner from each Branch within the Alberta South Region, who shall:

- i) represent his or her branch on the Regional Committee
- ii) be responsible for his or her branch's activities.
- iii) report items of significance to the Regional Chair or Executive Committee in a timely manner
- iv) must meet all the requirements for being a District Commissioner including bylaw 13.02 which states "No person who is substantially interested in leasing, renting, or selling horses, instruction in equitation for personal profit or otherwise earns a substantial income from such matters shall be eligible for election as the District Commissioner of any branch which is dependent upon the use of any such goods or services which may be controlled by that person"

2.3.9 The Assistant District Commissioner from each Branch within the Alberta South Region who shall:

- i) represent his or her branch on the Regional Committee
- ii) help with the organization and running of the branch
- iii) step in and act as DC in his or her absence
- iv) meet all of the requirements for being a District Commissioner as shown in 2.3.8 iv)

2.3.10 Youth Representatives 2, each of whom shall:

- i) be at least 16. (see *iii below*) years of age at the time of taking office, be a Canadian Pony Club member of a Branch in Alberta South 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
- iii) be 18 years of age or older before voting at any Regional Committee or subcommittee meeting.
- iv) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.11 Regional A/B Testing Chair who shall:

- i) provide the opportunity for all qualified members to be tested at the appropriate level as described by the Canadian Pony Club Testing manuals.
- ii) provide qualified examiners, by arranging suitable training for new examiners within the region and by arranging for examiners to travel from other regions.
- iii) maintain accurate and complete records of all test results.
- iv) maintain a master copy of all testing materials, and distribute when

- necessary.
- v) be very familiar with the expectations of the position as described in the Canadian Pony Club A/B and C/D Testing Procedures.
- vi) represent the Alberta South Region on the National Testing Committee of the Canadian Pony Club.
- vii) prepare a report and an annual financial statement for the Regional Annual General Meeting.
- viii) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.12 Regional C/D Testing Representative who shall:

- i) provide the opportunity for all qualified E to C2 members to be tested at the appropriate level.
- ii) provide qualified examiners, by arranging suitable training for new examiners within the region.
- iii) maintain accurate and complete records of all D to C2 test results.
- iv) report items of significance to the A/B Chair

2.3.13 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) assist the branches and members to prepare for upgrading in the badge program by providing advice and/or providing access to educational materials.
- iii) provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- iv) advise for and monitor the organization of Regional Quiz and other quiz activities within the region
- v) represent the Alberta South Region on the National Education Committee of the Canadian Pony Club. Prepare a report and an annual financial statement for the Regional Annual General Meeting.
- vi) Fill out the required forms to obtain the National clinic grant.
- vii) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.14 Competitive Discipline Chairs –one each for the following activities

Dressage
 Prince Phillip Games (PPG)
 Rally
 Show Jumping
 Tetrathlon

Each of whom shall:

- i) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Alberta South Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club.
- ii) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the Alberta South Region taking part in National activities relating to their respective discipline

- iii) represent the Alberta South Region on the National Committee established for their respective discipline by Canadian Pony Club.
- iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.
- v) Fill out required forms to obtain National grants associated with their discipline.
- ix) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.15 Communications Chair, who shall:

- i) help to promote the interests of the Alberta South Region through encouraging or assisting in having regional or branch activities reported in local media (minimum of three articles in Horses All each year).
- ii) proof read interesting regional and branch articles (including photographs) and send to Horses All magazine for publication.
- iii) collect information as required to keep the regional and/or branch web pages up to date
- iv) represent the Alberta South Region on the National Communications Committee of the Canadian Pony Club.
- v) prepare a report and an annual financial statement for the Regional Annual General Meeting.
- vi) report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.16 Membership Chair, who shall:

- i) collect all National and Regional membership information and fees
- ii) maintain accurate Regional membership records
- iii) forward fees and a copy of membership information to the Regional Treasurer
- iv) submit all membership information as required to Canadian Pony Club, the Communications Chair and Regional Chair.
- v) report items of significance to the Regional Chair or Executive Committee in a timely manner

- 2.4 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 or by proxy at a Regional Annual General Meeting.
- 2.5 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.
- 2.6 District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per CPC Bylaws.
- 2.7 Youth Representatives, shall be elected by active members in good standing who are 12 years or older as of January 1st, of the current year. Candidates' resumes shall be circulated to each Branch, who shall forward results to the Regional Committee prior to or during the Regional Annual General Meeting.

3.0 MEETINGS OF THE REGIONAL COMMITTEE

- 3.1 The Regional Committee shall meet at least three 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 All meetings will be conducted according to "Call to Order" except where Regional Rules and National Bylaws take precedence.
- 3.3 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. The request may be served by mail, facsimile or electronic media. Seven days written notice shall be given, in a similar manner, to each member of the Regional Committee.
- 3.3 Notice of any regular meeting of the Regional Committee shall be sent, by the Secretary or Communications Chair, to each member of the Regional Committee not less than twenty-one days prior to the meeting.
- 3.4 Twenty five percent of the members of the Regional Committee must be present in person (or by proxy where proxies are permissible as described in 3.5) shall 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 Annual or Special General meetings and then only for voting in elections or on other important issues where advance notices of motions are given. The form of proxy to be used when allowed by the Rules and Regulations shall be in the form attached hereto as Schedule A.
- 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 2.4 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.

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 is two years. The terms for all other offices shall be one year.
- 4.2 The term of office for the Director shall run from the beginning of the calendar year after the AGM of the Regional Committee in which they are elected, to the end of the next calendar year. The term of office for the Regional Chair shall run from the AGM at which they are elected, until the AGM 2 years later. The term of office for District Commissioners shall run from the branch AGM that they are elected, until the branch AGM 2 years later. The term of office for all other Regional Committee members shall start at the end of the meeting at which they are elected, and shall run to adjournment of the next AGM of the electing body whether at a Branch level or Regional Level.

- 4.3 Any vacancy occurring during the term of office for any position which is filled under section 2.4 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 2.6 or 2.7, may be filled at any time by the Regional 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 voters who are present at the meeting in person or by proxy (as described in the Rules and Regulations 3.5)
- 5.2 Each current member of the Regional Committee, who is 18 years of age or older, including the Chair, shall be entitled to only one vote at Regional Committee meetings even if they hold multiple positions within the organization. In the event of a tie the Chair shall not have a tie-breaking vote. In the event of tie a motion is defeated except in the case of an election where voting continues till the tie is broken.
- 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. In the event of two or more nominations for one position, voting shall be conducted using a written ballot. The voting must continue till the tie is broken
- 5.4 Elections shall be conducted according to the National Election procedure document

6.0 ALBERTA SOUTH REGION EXECUTIVE COMMITTEE

- 6.1 The Alberta South Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary, Treasurer, the Testing Chair, and one chair representing the disciplines of the Region. The disciplines representative is decided amongst the five Chairs representing PPG, Show Jumping, Rally, Tetrathlon and Dressage by election at the Regional Annual General Meeting.
- 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 as often and where necessary.
- 6.4 A special meeting of the Executive Committee shall be called by the Chair or by the Secretary, on direction of the Chair, upon receipt of a written request signed by 50% of the members of the Executive Committee. Mail, facsimile or electronic media may serve the request. Seven days written notice of the meeting shall be given to each member of the Regional Committee.
- 6.5 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. In the event of a tie the Chair shall not have a tie-breaking vote. A tie vote shall result in the motion being defeated except in an election where voting must continue till the tie is broken.
- 6.6 Fifty percent of the members of the Executive Committee present in person shall constitute a quorum.
- 6.7 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
- 6.8 Minutes of meetings of the Regional Executive Committee shall be sent to all members of the Regional Committee. All members of the Regional Committee may attend any meeting of the Regional Executive Committee and at the discretion of the Chair may speak at such meetings. Only members of the Regional Executive Committee shall be entitled to vote at meetings of the Regional Executive Committee.

7.0 FINANCIAL

- 7.1 The fiscal year of the Alberta South Region shall be from January 1 to December 31.
- 7.2 Regional Membership fees for the Alberta South Region shall be established by the Regional Committee at the beginning of the calendar year 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 Canadian Pony Club 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 Alberta South 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 Alberta South 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.

8.0 BRANCHES

- 8.1 Branch fiscal years shall be decided by each branch.
- 8.2 Annual Branch Reports are to be filed to the Region within 30 (thirty) days of the branch's AGM and where possible by November 15th.
- 8.3 Annual Branch Financial Reports will report on a year covering October 1 of the previous year to September 30 of the current year and are due to the regional treasurer by November 15 of the current year.
- 8.4 If a branch becomes "Inactive" or is "disbanding" the following applies:
- i) 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 Alberta South Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
 - ii) 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 Alberta South 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.
 - iii) 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 Alberta South Region shall encourage the formation of Branches with a minimum of five Active members. The Canadian Pony Club shall have final approval of the Branch name.

9.0 MISCELLANEOUS

- 9.1 The Alberta South 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 Alberta South 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 Alberta South 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 Alberta South Region is entitled.
- 9.5 The Rules and Regulations of the Alberta South 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 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.

SCHEDULE A

**THE CANADIAN PONY CLUB –ALBERTA SOUTH REGION
PROXY**

The undersigned Member of the Alberta South Regional Committee (Regional Committee) hereby nominates, constitutes and appoints _____ who is a member of this Regional Committee, as proxy for the undersigned to attend the meeting of the Alberta South Regional Committee Annual General Meeting or Special General Meeting to be held at _____ on _____ day of _____ 20____ and any adjournments thereof, 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, the undersigned hereby ratifying and confirming that agreeing to ratify and confirm all that such proxy may lawfully to be virtue thereof.

Dated this _____ day of _____.
 Signature _____
 Name _____
 Position(s) _____