

## CANADIAN PONY CLUB INC. - ALBERTA NORTH REGION

### RULES AND REGULATIONS

#### 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 “Alberta North”. This area is bounded approximately by Hwy 13 to the South and provincial boundaries to the East, West and North. These Rules and Regulations are intended to govern the operation of Canadian Pony Club Inc., Alberta North Region, hereinafter called Alberta North Region.
- 1.3 Alberta North 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 Alberta North 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 OBJECTS

- 2.1 To encourage young people under the age of 21 to participate in and enjoy equestrian sports and other activities relating to horses and riding.
- 2.2 To provide instruction in riding and horsemanship and instill in members the proper care of animals.
- 2.3 To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

#### 3.0 DEFINITIONS

- 3.1 Alberta North Regional Committee, hereinafter described as the Regional Committee, means that Committee comprised of the Chair, Vice-Chair, Secretary, Treasurer, National Director, Visiting Commissioners, District Commissioners, Assistant District Commissioners, Youth Representatives, Testing Chair, Education Chair, Competitive Discipline Chairs, Communication Coordinator, Membership Secretary and Trophy Historian as described in Article 4.3.
- 3.2 Alberta North Regional Executive Committee, hereinafter described as the Executive Committee, means the Committee comprised of the Chair, Vice-Chair, Secretary, Treasurer, National Director, Testing Chair, Education Chair and Competitive Discipline Chairs, as described in Article 4.3.
- 3.3 Regarding positions described in 3.1 and 3.2 all Committee members shall be elected by a simple majority vote and shall be a minimum age of 21 years at the time of taking office with the exception of the Youth Representatives.

#### 4.0 ALBERTA NORTH REGIONAL COMMITTEE (Regional Committee)

- 4.1 The management and administration of Alberta North Region shall be vested in the Regional Committee, which shall have overall control and management of all matters falling under the jurisdiction of Alberta North Region.
- 4.2 The Regional Committee, in exercising control and management of Alberta North Region shall have the following powers:
  - a) the power to establish and change Policies and Procedures as well as Rules and Regulations as per 11.2;
  - b) the power to create, eliminate both positions and subcommittees, both standing and ad hoc, and delegate to them such authority and responsibility as the Regional Committee deems appropriate. This includes setting Terms of Reference for same;
  - c) the power to create and enforce Regional Policies in keeping with Canadian Pony Club Inc. guidelines.

- 4.3 The following positions constitute the Regional Committee and shall have the following duties:
- a) Chair, who shall:
    - i) oversee the administration of Alberta North Region
    - ii) preside at all Regional Committee and Executive Committee meetings
    - iii) be an ex-officio member of all committees formed by Alberta North Region
    - iv) represent Alberta North Region as required.
  - b) 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 their duties as required.
  - c) 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 North Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
  - d) Treasurer, who shall:
    - i) be charged with all financial responsibilities of Alberta North 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 annually, as required by the Region
    - iv) keep a list of all members of Alberta North Region as provided by the Membership Secretary.
  - e) National Director, who shall:
    - i) represent Alberta North Region on the National Board of Canadian Pony Club Inc.
    - ii) report to the Regional Committee on the proceedings of the National Board of Canadian Pony Club Inc.
  - f) Deputy Director, who shall:
    - i) automatically become the National Director in the event that the National Director is unable to complete his or her term of office.
    - ii) In the event that the offices of Regional Chair and National Director are held by two different individuals, the Regional Chair shall also automatically assume the office of Deputy Director.
    - iii) In the event that the offices of Regional Chair and National Director are held by the same individual, another individual shall be elected as Deputy Director.
  - g) Visiting Commissioners, between 3 and 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 Canadian Pony Club Inc.
    - iii) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.
  - h) District Commissioner and Assistant District Commissioner from each Branch within the Alberta North Region, who shall:
    - i) represent their branch on the Alberta North Regional Committee
    - ii) be responsible for their branch activities.
  - h) Two(2) Youth Representatives, each of whom shall:
    - i) be at least 16 years of age at the time of taking office, be a Canadian Pony Club, Inc. member of a Branch in Alberta North Region and reside in the Alberta North Region in the year they are elected and for the duration of their 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 or older when making legal or contractual decisions or to hold voting rights at Regional meetings.

- i) Testing Chair
- j) Education Chair
- k) Competitive Discipline Chairs –one each for the following activities
  - Dressage
  - Prince Phillip Games (PPG)
  - Rally
  - Show Jumping
  - Tetrathalon

Each of whom, along with A/B and C/D Testing and Education chairs, shall:

- i) be responsible for their Discipline Committee in the Alberta North Region, while ensuring that the 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 Alberta North Region taking part in National activities relating to their respective discipline
  - iii) represent the Alberta North Region on any National committee established for their respective discipline by Canadian Pony Club, Inc.
  - iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.
- l) Communications Coordinator, who shall:
    - i) be responsible for the collection and co-ordination of Branch and Regional articles/photographs for submission to publishers and for the updating of the Regional Web site.
  - m) Membership Secretary, 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 to Canadian Pony Club Inc. as required.
  - n) Trophy Historian, who shall:
    - i) keep accurate yearly records of the location of Alberta North trophies as well as record the names of the winners

## 5.0 TERMS OF OFFICE

- 5.1 Terms of office and election rotation are as noted in **Schedule “A”**, which is attached and forms part of this document. For all elected positions in Alberta North Region the official term of office will be from January 01 to Dec 31 of each term, with a transitional co-operative period from the election to January 01 of the term
- 5.2 Each of the positions of the Regional Committee shall be elected by members of the Regional Committee, with the following exceptions:
  - a) District Commissioners for a two (2) year term – elected by Branches, as per National Bylaws
  - b) Assistant District Commissioners, to be elected by Branches, as per National Bylaws
  - c) Youth Representatives, who are to 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, with results forwarded to the Regional Nominating Committee.
- 5.3 Any vacancy occurring during the term of office shall be filled at the next meeting, provided it is so stated in the next meeting’s notice. When filling a vacancy, this term

shall constitute the completion of the original term of office complete with all the powers and privileges of the position. The vacancy shall be filled by an election with the remaining members of the committee voting on the issue.

## **6.0 MEETINGS**

- 6.1 The Regional Committee shall meet at least three (3) times in each calendar year. One of these shall be the Annual General Meeting for which the main purpose shall be to hold elections, receive annual reports from the disciplines and other chairs and to arrange for a financial review. The main purpose of one of the other meetings shall be to review financial issues and approve a working budget.
- 6.2 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 (7) days written notice shall be given.
- 6.3 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 twenty-one (21) days prior to the meeting and such notice shall set forth the business to be conducted at such meeting.
- 6.4 The Regional Committee shall hold its meetings at a place, within the Region, as determined by the Regional Committee.
- 6.5 Twenty -five percent (25%) of the members of the Regional Committee present in person or by transfer of voting rights shall constitute a quorum for the transaction of business at any meeting of the Regional Committee. If a quorum is present at the beginning of the meeting and some members leave thereby reducing the number to less than a quorum, the meeting may continue only if it is the wish of the majority of the remaining members to do so.
- 6.6 Those members of the Regional or Executive Committees, who have been elected by the Regional Committee, shall be deemed to have resigned if they have not attended the last three of their respective meetings.

## **7.0 VOTING**

- 7.1 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.
- 7.2 Each current member of the Regional Committee, excluding the Chair, shall be entitled to one (1) vote at Regional Committee meetings even if he or she holds multiple positions within the organization. The Chair shall have a vote in the event of a tie.
- 7.3 Only District Commissioners are entitled to a transfer of voting rights. This transfer must be duly signed, and exercised by a member of their Branch. The transfer of voting rights must contain a live signature. See Attachment 12.2
- 7.4 Each current member, including the Chair, shall have one (1) vote at Regional Elections. In the event of a tie the Chair shall not have a tie-breaking vote but voting shall be repeated until elections are concluded by a majority vote.
- 7.5 All voting shall be conducted using either a pre-registered voting card or a written ballot.

## **8.0 ALBERTA NORTH REGION EXECUTIVE COMMITTEE (Executive Committee)**

- 8.1 The Executive Committee shall perform management and administrative functions 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.
- 8.2 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.
- 8.3 Each member of the Executive Committee, excluding the Chair, shall be entitled to one (1) vote at meetings of the Executive Committee where they are in attendance. The Chair shall not have a vote except in the case of a tie.
- 8.4 Sixty percent (60%) of the current members of the Executive Committee present in person shall constitute a quorum for the transaction of business at any duly called meeting.
- 8.5 Any members of the Regional Committee may attend any meeting of the Executive Committee and at the discretion of the Chair, may speak at such meetings. Only members

of the Executive Committee are entitled to vote at Executive Committee meetings. In camera sessions during a meeting may be called at the discretion of the Chair.

## 9.0 FINANCIAL

- 9.1 The fiscal year of Alberta North Region shall be from January 01 to December 31.
- 9.2 Membership fees for Alberta North 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.
- 9.3 The Regional Committee shall collect from individuals, via the branches, the appropriate National and Regional fees due and payable in each year. Failure to pay such fees shall result in an individual member of the Region having his or her membership in Canadian Pony Club Inc. terminated. Membership may similarly be terminated by failure to pay respective Branch fees.
- 9.4 Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided however, that Alberta North Region may not borrow or raise money by loan at any time. All financial obligations must be reconciled within three (3) months after the end of the calendar year.
- 9.5 No member of the Regional Committee, the Executive Committee, or a Branch 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.
- 9.6 The financial accounts of Alberta North Region shall be reviewed annually by at least one person other than the Treasurer and who is not related to the Treasurer. A statement for review shall be presented within three (3) months of the fiscal year-end. Arrangements for such financial review shall be set at the Annual General meeting.
- 9.7 Separate accounts for particular activities or events are strongly discouraged.
- 9.8 All Disciplines or other Regional Budgets must return approved Regional program monies not spent, as per approved budgets, to the Region at the end of each fiscal year.
- 9.9 The signing authority for each ANR account shall be reviewed annually, at the first regional committee meeting in January.

## 10.0 BRANCHES

- 10.1 The District Commissioner, Assistant District Commissioner, Secretary, Treasurer and all other Branch office holders, shall be Branch Associate members.
- 10.2 Individual Branches, at their discretion, may create qualifications for additional Branch Associate Members.
- 10.3 Each active member 18 years of age or older and in good standing is entitled to one vote at Branch general meetings. Each active member under the age of 18 may be represented by an adult member of his or her family who shall be an Associate Member and may exercise one vote for each under 18 Active Member in his or her family. Each member of the Branch Executive Committee shall have the right to one vote in addition to any he or she may hold as a representative of under 18 Active Members in his or her family.
- 10.4 The affairs and activities of Branches shall be managed under the supervision of the District Commissioner by a Branch Executive Committee, which shall be comprised of a District Commissioner, Assistant District Commissioner, Branch Treasurer and Branch Secretary. Up to 6 more Branch Executive members **MAY** be added to the committee, to a maximum of 10 Executive Committee Members, on the basis of 1 addition for each 5 active members.
- 10.5 Branches should set in writing operating guidelines for their Branch. This shall include the terms of office, voting eligibility, minimum age of officers, signing authority, as well as other guidelines as necessary for the individual Branch. The minimum age for District Commissioners and Assistant District Commissioners shall be 21 when he/she takes office. All individuals eligible to vote must be at least 18 years of age.
- 10.4 Business at General Branch meetings will be conducted by simple a majority vote of eligible voters in attendance, in person. A quorum shall be 25% of eligible voters.
- 10.6 Branches shall be governed by the provisions of the Bylaws of Canadian Pony Club Inc and by the Rules and Regulations of Alberta North Region.

- 10.7 Branches shall be required to conduct a minimum of two (2) meetings each year. One of these meetings shall be an Annual General meeting at which time the election of Branch Committee Officers and any other Committee members shall occur.
- 10.8 Branch fiscal years shall be January 1 to December 31., This is in order to fall into the Alberta North Region reporting periods.
- 10.9 Annual Branch Reports and the Annual Branch Financial Reports are to be filed to the Region within sixty (60) days of December 31 of each year.
- 10.10 If a branch becomes “Inactive” or is “Disbanding” the following applies:
  - a) 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 North Region within ninety (90) days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
  - b) The Regional Committee has the right to declare an Inactive Branch “Disbanded” after determination of status and 2 years of sustained inactivity. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to Alberta North Region within six (6) 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.
  - c) All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six (6) months.
- 10.11 The Regional Committee shall use its discretion in establishing the status of Branches and notify Canadian Pony Club Inc. of same. Alberta North Region shall encourage the formation of Branches with a minimum of five (5) Active members. Canadian Pony Club Inc. shall have final approval of the Branch name.

#### **11.0 MISCELLANEOUS**

- 11.1 Regional members carrying voting right at Annual or Special Meetings of Canadian Pony Club Inc. shall be selected in accordance with National By-Laws. The national votes which the Alberta North Region is entitled to exercise shall be carried by the National Director.
- 11.2 The Rules and Regulations of Alberta North Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than twenty-one (21) days notice specifying the intention has been given. The resolution must be passed by not less than two-thirds (2/3) 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 Canadian Pony Club Inc.
- 11.3 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.
- 11.4 Alberta North Region endorses The Code of Ethics, which includes the Code of Conduct, for all members and volunteers to follow. Canadian Pony Club, Inc. “Procedures for Handling Breaches of the Code of Conduct” will be used for failure to follow the Code of Conduct.

#### **12.0 ATTACHMENTS:**

- 12.1 Schedule “A”: Terms of Office & Election Rotation
- 12.2 Transfer of Voting Rights Form

Throughout these Rules and Regulations references have been made to Canadian Pony Club Inc. Bylaws and Policies. These documents are not attached but should be a part of each and every Branch’s Records for ease of reference.

## **SCHEDULE “A”**

**Terms of Office & Election Rotation are as follows:**

<b>POSITION</b>	<b>LENGTH OF TERM</b>	<b>ELECTION YEARS</b>
Chair	2 years	2002, 2005, 2007...
Vice-Chair	2 years	2003, 2005, 2007...
Secretary	1 year	Annual
Treasurer	2 years	2003, 2005, 2007...
National Director	2 years	2002, 2005, 2007...
Visiting Commissioners	1 year	Annual
Youth Representatives	2 years	one each year
Testing	2 years	2003, 2004, 2006...
Education	2 years	2002, 2004, 2005, 2007 ...
Dressage Chair	2 year	2002, 2004, 2006...
PPG Chair	2 years	2002, 2004, 2006...
Rally Chair	2 years	2003, 2005, 2007
Show Jumping Chair	2 years	2003, 2005, 2007...
Tetrathlon Chair	2 years	2002, 2004, 2006...
Quiz Chair	2 years	2003, 2005, 2007...
Communications	2 years	2002, 2004, 2006...
Membership	2 years	2003, 2005, 2007...
Trophies	2 years	2002, 2004, 2006...
District Commissioners	2 yrs—elected by branches-(Nat’l Bylaws)	
Assistant DCs	1 year--elected by branches	

## TRANSFER OF VOTING RIGHTS

### Alberta North Region Pony Club

I, \_\_\_\_\_ as District Commissioner  
of the \_\_\_\_\_ Branch  
assign my vote to \_\_\_\_\_  
as a member of my Branch for voting at the Alberta North  
Region Meeting to be held on \_\_\_\_\_

\_\_\_\_\_  
(Signature of the District Commissioner)

**\*\*This transfer is to be handed in to the Recording Secretary prior to the start of the meeting.**