

Canadian Pony Club



RULES AND REGULATIONS – BC LOWER MAINLAND REGION

Rules and Regulations

Approved by the Board of Directors April 4, 2004.
Amendments passed by the CPC Management Committee June 25, 2021.



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1 INTRODUCTION

1.1 Regions

The 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 BC Lower Mainland

One of the geographical Regions is British Columbia Lower Mainland, hereinafter referred to as BCLM Region. The geographical boundaries of the BCLM Region are;

- Eastern Boundary: The area of Hope in the Upper Fraser Valley
- Western Boundary: Vancouver, including the Sunshine Coast and Squamish/Whistler corridor
- Southern Boundary: The Canada/U.S.A. International border
- Northern Boundary: The natural geophysical region of the Cascade Mountains

The BCLM Region is a fully recognized and sanctioned Region of the Canadian Pony Club.

1.3 Inclusion of CPC Bylaws

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 BCLM 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 BCLM REGION REGIONAL COMMITTEE

2.1 Overall Control

The management and administration of the BCLM Region shall be vested in the BCLM Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the BCLM Region.

2.2 Powers of Regional Committee

The Regional Committee, in exercising control and management of the BCLM 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.



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- b) the power to create or eliminate both positions (except those positions required by the Canadian Pony Club 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 bylaws and policies.

2.3 Composition and Duties of Regional Committees

The following positions constitute the Regional Committee and shall have the following duties:

2.3.1 REGIONAL CHAIR

Who shall:

- a) oversee the administration of the BCLM Region.
- b) preside at all Regional Committee and Executive Committee meetings.
- c) be an ex-officio member of all committees formed by the BCLM Region.
- d) represent the BCLM Region as required.

2.3.2 REGIONAL VICE CHAIR

Who shall:

- a) act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair.
- b) assist the chair in the performance of his or her duties as required.

2.3.3 SECRETARY

Who shall:

- a) give notice of all meetings of the Regional Committee and the Executive Committee.
- b) take minutes at all meetings of the Regional Committee and the Executive Committee.
- c) circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
- d) maintain appropriate minute books of the BCLM Region which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
- e) maintain a book of motions for BCLM Region.

2.3.4 TREASURER

Who shall:



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- a) be charged with all financial responsibilities of the BCLM Region.
- b) 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.
- c) 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.
- d) 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.
- e) prepare a report on financial activities including updated Income Statement for Regional Committee meetings and submit by the due date requested.

2.3.5 DIRECTOR

- a) be the representative of the BCLM 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 BCLM Region.
- b) report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club.
- c) Act as the HCBC Affiliate representative for CPC – BCLM Region for the BCLM term in rotation.

2.3.6 DEPUTY DIRECTOR

- a) work with the Director to maintain an up-to-date knowledge of current national issues.
- b) immediately assume the position of Director if the Director for this region is not able to continue in their position for any reason.
- c) Act as the HCBC Alternate Affiliate representative for CPC – BCLM Region for the BCLM term in rotation.

2.3.7 VISITING COMMISSIONERS

Up to a maximum of 6 in number, each of whom shall:

- a) assist in the formation of new branches.
- b) be capable and available as a resource to assist Branches in view of his or her knowledge and experience in the Canadian Pony Club.
- c) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.



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2.3.8 DISTRICT COMMISSIONER

One from each Branch within BC Lower Mainland Region, who shall:

- a) represent his or her branch on the Regional Committee.
- b) be responsible for his or her branch's activities.
- c) supervise and oversee the administration of the officers of the Branch.
- d) act as a liaison between the Branch and the Regional Committee.
- e) prepare reports on branch activities for Regional meetings and submit by the due date requested.
- f) complete and submit the Annual Branch Report and Charter Renewal to the Regional Chair or their designate by November 30th.
- g) submit Branch financial reports and documentation as required by the Region.

2.3.9 ASSISTANT DISTRICT COMMISSIONER

One from each Branch within BC Lower Mainland Region, who shall:

- a) represent his or her branch on the Regional Committee.
- b) Act in absence of the District Commissioner as required and, in such, shall exercise all the powers and duties of the District Commissioner.

2.3.10 YOUTH REPRESENTATIVES

Two each of whom shall:

- a) be at least 16 years of age or over, C2 level or above at the time of taking office and be a Canadian Pony Club Member of a Branch in BCLM Region for the duration of his or her term.
- b) represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region.
- c) be 18 years of age or older before voting at any Regional Committee or other BCLM committee meeting.

2.3.11 HORSEMASTER REPRESENTATIVE

- a) be a registered Horsemaster at the time of taking office and be a Canadian Pony Club Associate Member of a Branch in BCLM Region for the duration of his or her term.
- b) represent the views of Horsemaster members of the Region and provide a liaison between the Region and all Horsemaster members in the Region.



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- c) Prepare a report on Horsemaster activities for each Regional Committee meeting and submit by the due date requested.

2.3.12 REGIONAL TESTING CHAIR

Who shall:

- d) provide the opportunity for all qualified members to be tested at the appropriate level.
- e) provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
- f) maintain accurate and complete records of all test results.
- g) represent the BCLM Region on the National Testing Committee of the Canadian Pony Club.
- h) prepare an annual Testing financial statement and approved budget for the Regional Annual General Meeting.
- i) Prepare a report on Testing activities for each Regional Committee meeting and submit by the due date requested.

2.3.13 REGIONAL EDUCATION CHAIR

Who shall:

- a) assist the branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
- b) provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- c) represent the BCLM Region on the National Education Committee of the Canadian Pony Club.
- d) prepare an annual Education financial statement and approved budget for the Regional Annual General Meeting.
- e) prepare a report on Education activities for each regional meeting and submit by the due date requested.

2.3.14 COMPETITIVE DISCIPLINE CHAIRS

One each for the following activities

- Dressage
- Prince Phillip Games (PPG)
- Rally



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- Show Jumping
- Tetrathlon
- Quiz

Each of whom shall:

- a) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the BCLM Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club.
- b) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the BCLM Region taking part in National activities relating to their respective discipline.
- c) represent the BCLM Region on the National Committee established for their respective discipline by Canadian Pony Club.
- d) prepare a report on discipline activities for each Regional Committee meeting and submit by the due date requested.
- e) prepare an annual discipline financial statement and approved budget for the Regional Annual General Meeting.

2.3.15 COMMUNICATIONS CHAIR

Who shall:

- a) help to promote the interests of the BCLM Region through encouraging or assisting in having regional or branch activities of all Disciplines reported in local media.
- b) collect interesting regional and branch information and or photographs and use them to prepare at least three regional newsletters each year.
- c) coordinate Regional efforts for promotion of Canadian Pony Club.
- d) assist branches with local promotions or branch newsletters / liaison with the designate from each branch.
- e) collect information as required to keep the regional and/or branch web pages up to date.
- f) attend Regional Meetings, BCLM Region.
- g) represent the BCLM Region on the National Communications Committee of the Canadian Pony Club,
- h) prepare a report on Communications activities for each Regional Committee meeting and submit by the due date requested.



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- i) prepare the regional calendar.

2.3.16 MEMBERSHIP CHAIR

Who shall collect all National and Regional membership information and fees and:

- a) maintain accurate Regional membership records.
- b) forward fees and a copy of membership information to the Regional Treasurer.
- c) submit all membership information to Canadian Pony Club as required.
- d) Prepare a report on membership activities for each Regional Committee meeting and submit by the due date requested.

2.3.17 RISK MANAGEMENT OFFICER

- a) The BCLM Region embraces and supports the promotion of risk management as an integral aspect of all decision-making process in our Pony Club activities. Discipline Chairs, event organizers, committee chairs are to ensure that all events include a designated Safety Officer.
- b) The Regional Risk Management Officer is a resource who will be available to liaise with designated safety officers in any or all aspects of risk assessment for the purpose of providing recommendations in the development of a safety and security plan for participants and volunteers.
- c) Attend event/committee debriefings for the purpose of evaluating and identifying strengths, address issues, determine recommendations that will result in overall improvements in future events.
- d) Shall receive copies of all reportable incident reports and process them as required by National Policy and ensure their safekeeping, security and adherence to non-disclosure to unauthorized sources.
- e) v) Provide reports as required to the Regional Chair.
- f) vi) prepare a report on risk management activities including a summary of incident reports received since the previous Regional meeting and submit by the due date requested.

2.4 How Regional Committee Members are Elected

- 2.4.1 Except for District Commissioners, Assistant District Commissioners, Youth.



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- 2.4.2 Representatives, Discipline and Committee Chairs and other members who are elected by their respective branches, disciplines or committees or the active members at large, Regional Committee members shall be elected by a simple majority vote of those present or holding proxies at a Regional Annual General Meeting.
- 2.4.3 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.
- 2.4.4 District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per Canadian Pony Club Bylaws.
- 2.4.5 Regional Youth Representatives shall be elected and where there are insufficient candidates to hold an election, an appointment shall be made by the Regional Committee to fill the position. Each Branch shall forward their recommendation for Regional Youth Representative to the Regional Chair not less than twenty-one days prior the Regional Annual General Meeting.
- 2.4.6 The Regional Risk Management officer shall be elected and where there are insufficient candidates to hold an election, an appointment shall be made by the Regional Committee to fill the position.

3 MEETINGS - GENERAL

3.1 Participation

Any committee member may participate in a meeting of that committee in person or (if available) by means of a telephone or video conference, or by any means of communication by which all persons participating in the meeting are able to communicate in real time with one another. Such participation shall constitute presence at the meeting.

3.2 Attendance

Meetings of BCLM Regional committees may be either in person, (provided that the conditions in section 3.1 are met) by video or audio conference call, or by other means.

4 MEETINGS OF THE REGIONAL COMMITTEE

4.1 Frequency

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.



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4.2 Special Meetings

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.

4.3 Notice of Meetings

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 days prior to the meeting.

4.4 Quorum

Thirty three percent of the members of the Regional Committee present in person or by proxy 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.

4.5 Proxy Limitations

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.

4.6 Meeting Attendance Requirements

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 6 or more consecutive months.

5 TERMS OF OFFICE

5.1 Terms set under CPC Bylaws

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 term for the Regional Test Chair and the Treasurer shall be two years. The terms for all other offices shall be one year.

5.2 Start and End of Terms

With the exception of the Director, whose term, as per Canadian Pony Club, bylaws, shall run on the calendar year beginning on the January 1st following their election, all terms of office shall run from one Regional Annual General Meeting to the next or second next AGM as dictated by the number of years of a "term".



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5.3 Filling Vacancies – Members elected by Committee

Any vacancy occurring during the term of office for any position which is filled under section 2.4.1 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.

5.4 Filling Vacancies – Members elected by Other Means

Any vacancy occurring during the term of office for any position which is filled under section 2.4.3 or 2.4.4 may be filled at any time by the Regional Committee or Branch Executive Committee as specified in the Canadian Pony Club Bylaws.

5.5 Term of Office when Filling Vacancies

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.

6 VOTING AT REGIONAL COMMITTEE MEETINGS

6.1 Simple Majority

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 or holding proxies (proxy for annual or special meetings only).

6.2 Voting rights at meetings except for elections

Any District Commissioner or Assistant District Commissioner who is unable to attend a regional meeting may send a representative in their place who shall carry all the voting and other rights and responsibilities of the absent DC or ADC at that meeting. The DC must advise the Regional Chair prior to the meeting, the name of the person who will be carrying the vote for the absent DC or ADC.

6.3 Voting rights and procedures for elections

Each current member of the Regional Committee, excluding the Chair, 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.

6.4 General Voting Requirements

Each current member of the Regional Committee 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



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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 secret ballot.

6.5 Conducting the Vote

All voting shall be conducted using a show of hands, except for elections, where secret ballots will be used or where 1/4 of the people present request a secret ballot.

7 BCLM REGION EXECUTIVE

7.1 Composition of Committee

The BCLM Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary, Treasurer, Testing Chair, and Education Chair.

7.2 Powers of Committee

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.

7.3 Meeting Frequency

The Executive Committee shall meet as necessary during the 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.

7.4 Voting Rights

Each member of the Executive Committee, excluding the Chair, shall be entitled to one vote at meetings of the Executive Committee where they are present. The Chair shall not have a vote except in the case of a tie at which time they may vote to break the tie. A member holding more than one position has only one vote.

7.5 Quorum

Fifty percent of the members of the Executive Committee present in person shall constitute a quorum.

7.6 Meeting Attendance Requirements

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 the calendar year, that are deemed necessary meetings to call.



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8 BCLM GOVERNANCE COMMITTEE

8.1 Committee Structure

The BCLM Region Governance Committee shall be made up of the Regional Chair, the Director, and the Visiting Commissioners and/or others at the invitation of the Regional Executive.

9 FINANCIAL

9.1 Fiscal Year

The fiscal year of the BCLM Region shall be from January 1 to December 31.

9.2 Setting Membership Fees

Regional Membership fees for the BCLM Region shall be established by the Regional Committee at the May Regional Meeting. Branches may establish and collect additional fees at their own discretion.

9.3 Collecting Membership Fees

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.

9.4 Banking

- 9.4.1 Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the BCLM Region may not borrow or raise money by loan at any time.
- 9.4.2 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.
- 9.4.3 The financial accounts of BCLM 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.
- 9.4.4 Separate accounts for particular activities or events are strongly discouraged.



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10 BRANCHES

10.1 Management

The affairs and activities of Branches shall be managed under the supervision of the District Commissioner by a Branch Executive Committee which shall be composed of a District Commissioner, Assistant District Commissioner, Branch Treasurer, Branch Secretary and Person at Large as numbers permit according to National Bylaws 12.04 and 12.05.

10.2 Branch Fiscal Years

Branch fiscal years shall be September 1 to August 31.

10.3 Annual Branch Reports

Annual Branch Reports and the Annual Branch Financial Reports are to be submitted to the Region by November 30th of each year.

10.4 Inactive or Disbanded Branches

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

- 10.4.1 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 BCLM Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
- 10.4.2 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 BCLM 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.
- 10.4.3 All assets of a Disbanded Branch become the property of the BCLM Region and must be forwarded to the Regional Treasurer within six months.
- 10.4.4 In the event of dissolution or winding-up of a Branch in BCLM Region, all its remaining assets after payment of Branch's' liabilities shall revert to the region, BCLM.
- 10.4.5 Each branch is to provide one person from the branch to assist the Communications Chair.



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10.5 Formation of new Branches

The BCLM Region shall encourage membership in Canadian Pony Club. Formation of new Branches where members warrant shall follow the BCLM Regional New Branch Formation Policy. The Canadian Pony Club shall have final approval of the Branch name.

11 MISCELLANEOUS

11.1 Representation of BCLM at National Meetings

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

11.2 Entitlement to "Corporate Members"

In addition to the Director's vote, the Corporate Members from the BCLM 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.

11.3 Director normally carries all votes

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 BCLM Region is entitled.

11.4 Regional Committee may elect others to carry votes

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 BCLM Region is entitled.

11.5 Changes to these Rules and Regulations

The Rules and Regulations of the BCLM 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. Per the CPC Bylaws, changes to the Rules and Regulations can also be approved by the CPC Management Committee.



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11.6 Meeting Procedures not covered by these Rules and Regulations

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.



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PROXY

The undersigned Member of the Regional Committee of the B.C. Lower Mainland Region hereby nominates, constitutes and appoints:

_____ as proxy for the undersigned to attend the Annual General Meeting of the B.C. Lower Mainland Region to be held on the _____, and any adjournment or adjournments thereof, and to vote and otherwise act thereat for and on behalf 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 and agreeing to ratify and confirm all that such proxy may lawfully be virtue thereof.

Dated this _____

day of _____

Day

month

year

SIGNATURE

BRANCH AND/OR REGION

POSITION

In cases where a particular individual holds more than one office for which a vote is permitted, such individual will cast only one vote on any issue for which voting is required.

The proxy shall be revoked on the happening of the following:

- The person being eligible to vote being in attendance at the Meeting.
- Written notice signed by the person eligible to vote being delivered into the hands of the secretary prior to the commencement of the Annual General Meeting

This Proxy is to be handed in to the Recording Secretary prior to the start of the meeting.