

Rules and Regulations  
of the  
Canadian Pony Club Inc.  
St. Lawrence and Ottawa Valley Region

Approved by the region January 19, 2004



Approved by the Board of Directors April 4, 2004

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# **1 Introduction**

## **1.1 Regional Structure of CPC**

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 SLOV Region**

One of the geographical Regions is the St. Lawrence and Ottawa Valley (SLOV). The western boundary is Renfrew County, Lanark County and Lennox and Addington County. The northern boundary is approximately the Ottawa River and the southern boundary is the Canada/U.S. border. The eastern boundary is approximately Montreal.

## **1.3 Regional Incorporation Disallowed**

The St. Lawrence and Ottawa Valley Region may not become incorporated.

## **1.4 Priority of CPC Bylaws**

The policies and 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 St. Lawrence and Ottawa Valley 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 SLOV Regional Committee**

## **2.1 Management**

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

## **2.2 Powers**

The Regional Committee, in exercising control and management of the SLOV Region shall have the following powers:

1. the power to establish and to change Regional Policies and Procedures as well as Regional Rules and Regulations as per Section 8.5;

2. the power both to create and to eliminate 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;
3. the power to create and to enforce Regional Policies in keeping with Canadian Pony Club Inc. bylaws and policies.

## **2.3 Positions**

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

### **2.3.1 Regional Chair**

who shall:

1. oversee the administration of the SLOV Region and ensure that Regional Committee members fulfill their obligations to the Region;
2. preside at all Regional Committee and Executive Committee meetings;
3. be an ex-officio member of all committees formed by the SLOV Region;
4. represent the SLOV Region as required.

### **2.3.2 Regional Vice-chair**

who shall:

1. act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair;
2. assist the Chair in the performance of their duties as required.

### **2.3.3 Secretary**

who shall:

1. give notice of all meetings of the Regional Committee and the Executive Committee;
2. take minutes at all meetings of the Regional Committee;
3. circulate the minutes of the Regional Committee and the Executive Committee to all members of the Regional Committee;
4. maintain appropriate books of minutes and motions passed of the SLOV 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:

1. be charged with all financial responsibilities of the SLOV Region;
2. be responsible for books of account to be maintained and available for inspection by members of the Region at such time and in such place as is reasonable;
3. ensure that such books of account are reviewed once a year, as decided at the Regional Annual General Meeting by the Regional Committee;
4. be responsible for filing a Financial Report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club Inc. by the next Annual General Meeting of Canadian Pony Club Inc. at the conclusion of the current calendar year;
5. present a proposed Regional Financial Budget within the first three months of the calendar year;
6. be available at a Regional Committee Meeting with a financial accounting to date, including itemized expenses, at least three times per year.

### **2.3.5 Director**

who shall:

1. be the representative of the SLOV 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 SLOV Region;
2. report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club, Inc.
3. inform the Regional Committee upon becoming aware of actions that contravene National Policies;
4. submit and present an annual report regarding the activities of the National Board to the Regional Committee at the regional Annual General Meeting.

### **2.3.6 Deputy Director**

who shall:

1. work with the Director to maintain an up-to-date knowledge of current National issues;
2. 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 five in number, who shall:

1. attend Regional Meetings when possible;
2. assist in the formation of new branches;
3. be capable and available as a resource to assist Branches and the Region in view of their knowledge and experience in the Canadian Pony Club, Inc.
4. have a thorough and current knowledge of the administration of the CPC.

### **2.3.8 District Commissioners**

from each Branch within the SLOV Region, who shall:

1. represent their Branch on the Regional Committee;
2. be responsible for their Branch's activities.

### **2.3.9 Assistant District Commissioners**

from each Branch within the SLOV Region, who shall represent their Branch on the Regional Committee if the District Commissioner is unavailable.

### **2.3.10 Youth Representatives**

two, each of whom shall:

1. be at least 16 years of age at the time of taking office, be an Active Member of a Canadian Pony Club Branch in SLOV, and, if possible, be elected with balance between the eastern and western parts of the Region;
2. represent the views of Active Members of the Region and provide a liaison between the Region and all Active Members in the Region;
3. have a vote at Regional Committee or subcommittee meetings, provided they are 18 years of age or older;
4. communicate and liaise with the Branch Youth Reps and organise one meeting per year to be held in conjunction with the Regional Quiz competition.



### **2.3.11 Regional Testing Chair**

who shall:

1. provide the opportunity for all qualified members to be tested at the appropriate level;
2. provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions;
3. maintain accurate and complete records of all test results;
4. represent the SLOV Region on the National Testing Committee of the Canadian Pony Club and attend National Testing Committee meetings and clinics or arrange for an alternative to attend;
5. prepare a report and an annual financial statement for the Regional Annual General Meeting;
6. submit a proposed budget within the first two months of the calendar year;
7. maintain and distribute annually to the Regional Committee an up-to-date list of Regional testers.

### **2.3.12 Regional Education Chair**

who shall:

1. assist the Branches and Members to prepare for upgrading their test levels by providing advice and/or access to educational materials;
2. provide or approve such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge;
3. represent the SLOV Region on the National Education Committee of the Canadian Pony Club, Inc. and attend National Education conferences and clinics or arrange for an alternative to attend;
4. prepare a report and an annual financial statement for the Regional Annual General Meeting;
5. submit a proposed budget within the first two months of the calendar year;
6. oversee or delegate to a Quiz Coordinator the organisation of Regional Quiz;
7. oversee or delegate to a Quiz Coordinator the selection and travel planning of teams and chaperones to National Quiz.

### **2.3.13 Competitive Discipline Chairs**

one for each of the following activities: Dressage, Prince Phillip Games (PPG), Rally, Show Jumping, Tetrathlon, and Polo, each of whom shall:

1. be responsible for the operation of their Discipline Committee, including providing or approving clinics and competitions within the SLOV Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club, Inc.
2. be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, Inc. the selection process for members from the SLOV Region taking part in National activities relating to their respective discipline and coordinating or being aware of respective travel plans;
3. prepare a report, a financial statement, and an inventory of assets for the Regional Annual General Meeting;
4. represent the SLOV Region on the National Committee established for their respective disciplines by Canadian Pony Club, attend National conferences and clinics or send an alternative;
5. maintain an up-to-date list of all Branch discipline contacts;
6. submit a proposed budget within the first two months of the calendar year;
7. organize Regional finals, where applicable.

### **2.3.14 Communications Chair**

who shall:

1. collect interesting regional and branch information and photographs as required to keep the Regional and Branch web pages up to date;
2. represent the SLOV Region on the National Communications Committee of the Canadian Pony Club, Inc.;
3. prepare a report and an annual financial statement for the Regional Annual General Meeting;
4. help to promote the interests of the SLOV Region through encouraging or assisting in having Regional or Branch activities reported in local media;
5. be aware of all Branch websites.

### **2.3.15 Membership Secretary**

who shall:

1. collect all National and Regional membership information and fees;
2. maintain accurate Regional membership records;
3. forward fees and a copy of membership information to the Regional Treasurer;
4. submit all membership information to Canadian Pony Club Inc. as required.

## **2.4 Elections**

### **2.4.1 Majority Vote**

Except for District Commissioners, Assistant District Commissioners 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 voting members at a Regional Annual General Meeting; see Sections 3.8.3 and 5.2.

### **2.4.2 Regional Committee Majority**

DCs, ADCs 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.

### **2.4.3 Election of DCs and ADCs**

DCs and ADCs shall be elected by their individual Branches as per CPC Bylaws.

### **2.4.4 Youth Representatives**

Youth Representatives shall be elected at the Regional Annual General Meeting and must be present for election to be valid. Each candidate shall give a short presentation or submit a resumé to the Regional Secretary to be sent out prior to the election.

## **2.5 Terms of Office**

### **2.5.1 Duration of Terms**

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.

### **2.5.2 Starting and Termination Dates**

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, or second next AGM as dictated by the number of years of a term.

### **2.5.3 Vacancies of Elected Members**

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.

### **2.5.4 Vacancies of Other Members**

Any vacancy occurring during the term of office for any position that 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.

### **2.5.5 Powers of New Incumbents**

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.

## **3 Meetings of the Regional Committee**

### **3.1 Number of Meetings**

The Regional Committee shall meet a minimum of four times (but at least 8 is recommended) in each calendar year at a location within the Region as selected from time to time by the Regional Committee. One of these meetings shall be the Annual General Meeting, the main purpose of which is to hold elections and to receive annual reports.

### **3.2 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.

### **3.3 Notice of Regular 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 10 days prior to the meeting.

### **3.4 Quorum**

Thirty three percent of the members of the Regional Committee present in person or by deputy shall constitute a quorum for the transaction of business at any meeting of the Regional Committee, provided that at least 10 persons are present in person.

### **3.5 Proxies**

Proxies are not permitted in SLOV Region.

### **3.6 Temporary Transfer of Voting Rights**

A temporary transfer of Branch voting rights for one meeting from the DC to an elected member of their club is allowed, provided that the member does not have a vote already.

### **3.7 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 2.4 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 six or more consecutive months.

### **3.8 Voting at Regional Committee Meetings**

#### **3.8.1 Simple Majorities**

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.

#### **3.8.2 Eligibility to Vote at Regional Committee Meetings**

Each current member of the Regional Committee, excluding the Chair and ADCs (unless there is a transfer of vote from the DC as per Section 3.6) 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.

#### **3.8.3 Eligibility to Vote in Regional Elections**

Each current member of the Regional Committee excluding ADCs (unless there is a transfer of vote from the DC as per Section 3.6) who is 18 years of age or older shall be entitled to one vote at Regional elections, even if they hold multiple positions within the organization. The Chair shall have a vote in Regional elections.

## **4 SLOV Executive Committee**

### **4.1 Membership**

The SLOV Executive Committee shall be made up of the Regional Chair, Director, Treasurer, one Regional Youth Rep (to be decided at the Annual General Meeting) and one DC (to be decided at the Annual General Meeting).

### **4.2 Responsibilities**

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.

### **4.3 Number of Meetings**

The Executive Committee shall meet as required 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.

### **4.4 Eligibility to Vote**

Each member of the Executive Committee, excluding the Chair, shall be entitled to one vote at meetings of the Executive Committee where they are in attendance, provided they are 18 years of age or older. The Chair shall not have a vote except in the case of a tie at which time they may vote to break the tie.

### **4.5 Quorum**

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

## **5 Annual General Meeting**

The main purpose of the Annual General Meeting is to hold elections and to receive annual reports.

### **5.1 Nominating Committee**

#### **5.1.1 Equitable Representation**

The Nominating Committee shall endeavour to ensure that there is equitable representation of the entire Region on the election slate.

### **5.1.2 Distribution of Election Slate**

The election slate shall be distributed to the entire Regional Committee a minimum of seven days before the Annual General Meeting.

### **5.1.3 Nominations From the Floor**

Nominations can come from the floor at the Annual General Meeting.

## **5.2 Election Procedures**

### **5.2.1 Eligibility to Vote**

Members eligible to vote in Regional elections are specified in Section 3.8.3.

### **5.2.2 Voter Identification Cards**

The current Regional Chair shall have prepared formal coloured voter identification cards, one for each eligible voting member of the Regional Committee, with the Regional position clearly marked.

### **5.2.3 Ties and Minority Votes**

In the event of a tie in an election, the Regional Chair shall not have a deciding vote. The candidate with the fewest votes shall be dropped after each ballot and voting shall be repeated until one person has a clear majority.

### **5.2.4 Proxies**

No proxies are allowed.

## **6 Financial Rules**

### **6.1 Fiscal Year**

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

### **6.2 Membership Fees**

Regional membership fees for the SLOV Region shall be established by the Regional Committee with enough notice for the upcoming membership year. Branches may establish and collect additional fees at their own discretion.

### **6.3 National and Regional 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.

### **6.4 Banking**

Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the SLOV Region may not borrow or raise money by loan at any time.

### **6.5 Remuneration**

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.

### **6.6 Review of Accounts**

The financial accounts of SLOV Region shall be reviewed annually by a person chosen by the Regional Committee at the Annual General Meeting. 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.

### **6.7 Separate Accounts for Activities**

Separate accounts for particular activities or events are strongly discouraged.

## **7 Branches**

### **7.1 Fiscal Years**

Branch fiscal years shall be January 1 to December 31.

### **7.2 Annual Branch Reports**

Annual Branch Reports are due at the Annual General Meeting. Annual Branch Financial Reports and an inventory of Branch assets are to be filed with the Region within 60 days of December 31 of each year.



### **7.3 Inactive or Disbanding Branches**

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

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 SLOV region within 90 days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
2. The Regional Committee has the right to declare an Inactive Branch Disbanded if it has been inactive for two years. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to the SLOV region within six months. Branches have the right to request disbanded status from the Region. Branches wishing to be disbanded must forward all Branch assets to the Region.
3. All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six months.
4. The web site of a disbanded Branch shall be taken offline.

### **7.4 Minimum Branch Size and Branch Names**

The SLOV 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.

## **8 Miscellaneous**

### **8.1 Corporate Members**

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

### **8.2 Voting Privileges of Corporate Members**

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

### **8.3 Director's Voting Privileges**

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 they shall carry all of the votes to which the SLOV Region is entitled.

## **8.4 Additional Corporate Members**

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 SLOV Region is entitled.

## **8.5 Changes to Regional Rules**

The Rules and Regulations of the SLOV Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than 21 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 Inc.

## **8.6 Rules of Order**

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.

## **9 Procedures for Disputes Within the Region**

In the event of a dispute, there is a National Policy, *Procedures for Handling Breaches to the Code of Conduct*, covering dispute resolution. Normally an issue involving an Active or Associate Member will go to the Branch Executive Committee. In the event that the Branch Executive cannot resolve the issue, it is to be presented to the Regional Executive Committee or the Regional Committee. From there it may go to the Regional Director who may present it to the CPC National Board. If there is a conflict involving a Branch Member and an official at a National or International competition, clinic or meeting, the complaint goes directly to the National level for discussion.